

Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Schulman, Marvin [Schulman.Marvin@epa.gov]
Sent: 6/28/2017 10:01:23 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Moving forward with V/V

...standing by...waiting for additional instructions!

(Glad the meeting went well)

From: Hunt, Loretta
Sent: Wednesday, June 28, 2017 5:56 PM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Subject: FW: Moving forward with V/V

HR Community

FYI

Stay tuned for more information, we will need to complete this as soon as possible.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Vizian, Donna
Sent: Wednesday, June 28, 2017 4:23 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; ARA <ARA@epa.gov>
Subject: Moving forward with V/V

Hi Everyone,

As I mentioned yesterday, OMB requested a meeting on our V/V proposal. The meeting went well. I don't expect their questions to hold up moving forward with the plan, however we do need to provide some additional data. We need to refine our costing tables and we need to be consistent. OCFO has graciously agreed to help with this (thanks Carol). We will be reaching out to your staff to help us complete this quickly. Thanks in advance.

Best,
Donna

Message

From: Kuhns, Jason [Kuhns.Jason@epa.gov]
Sent: 6/15/2017 4:34:47 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: V/V Reporting

Loretta,

Do you have access to the quarterly reports that were sent to OPM after our last V/V efforts? We are looking for the number of people who used the VERA option last time to estimate how many might take it this time. I believe those reports provide that information.

Thanks,

Jason Kuhns
U.S. Environmental Protection Agency
Office of Human Resources
202-564-3236
kuhns.jason@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/3/2017 6:30:21 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: CSRS/CSRS Offset Retirement Paperwork for VERA/VSIP
Attachments: Copy of SF2801 Revised.pdf; SF2818.pdf; Annuity Estimate Request Form - 2012.doc; W-4P - 2013.pdf

FYI

From: Mairose, Sue
Sent: Thursday, June 29, 2017 6:19 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>
Cc: Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: CSRS/CSRS Offset Retirement Paperwork for VERA/VSIP

Sue

Sue Mairose
Branch Chief, Employee Benefits
Environmental Protection Agency
Cincinnati HR Shared Service Center
26 W. Martin Luther King Dr.
Benefits Branch MS N-136
Cincinnati, OH 45268
513-569-7951
(Fax) 513-487-2567

Benefits Common Line (513) 569-7699

Benefits mailbox: CIN_HRSSC_Benefits_Central@epa.gov

From: Thomas, Cheryl
Sent: Thursday, June 29, 2017 5:34 PM
To: Mairose, Sue <Mairose.Sue@epa.gov>
Subject: FW: CSRS/CSRS Offset Retirement Paperwork for VERA/VSIP

From: Sue Mairose [<mailto:Mairose.Sue@epamail.epa.gov>] **On Behalf Of** OECA-Benefits SSC
Sent: Thursday, March 21, 2013 3:48 PM
To: White, Beverly <White.Beverly@epa.gov>
Subject: CSRS/CSRS Offset Retirement Paperwork for VERA/VSIP

Congratulations on your acceptance of the OECA VERA/VSIP offer!

Our office has been advised of your intention to retire. You will soon be contacted by the Human Resources Benefits Specialist that is assigned to your retirement case to guide you through this exciting time and the retirement process.

If you haven't already done so, please complete the attached Annuity Estimate Request Form. The form will give the Specialist an indication of the benefits you would like to retain into retirement. Please email the completed form back to

your specialist once they have contacted you. If you are under the CSRS Offset retirement system, please also include the latest copy of your social security statement. By providing this statement, the calculation of your Social Security Offset on your CSRS Annuity will be much more accurate. If you have any questions in completing the estimate request form, please let your specialist know.

Also attached are the forms to be completed for retirement: SF 2801, Application for Immediate Retirement; SF 2818, Continuation of Life Insurance Coverage (only for employees who have life insurance coverage); and W-4P, 2013 Withholding Certificate for Pension or Annuity Payments. Your specialist will go over these forms with you prior to mailing the originals to our office.

Once your retirement date nears, an individual retirement counseling appointment will be scheduled with you to go over retirement information, timelines, and any questions you may have.

On behalf of the Cincinnati HR Shared Service Management and Staff, we look forward to assisting you with your retirement and wish you all the best in your future life endeavors.

Cincinnati HR Shared Services Center
Benefits Branch
Phone: 513-569-7699
Fax: 513-487-2567

(See attached file: Annuity Estimate Request Form - 2012.doc) (See attached file: Copy of SF2801 Revised.pdf)(See attached file: SF2818.pdf)(See attached file: W-4P - 2013.pdf)

Message

From: Lesperance, Twanna [Lesperance.Twanna@epa.gov]
Sent: 8/8/2017 5:21:34 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: VERA/VSIP Allocation Flexibility

Hello Loretta,

Based on your guidance below, if the office received an application from a non-targeted position, however within the same series targeted, can we now offer the employee the VV? Just checking so that I can better understand the applicable options.

Thanks,
Twanna

*Twanna Lesperance, Assistant Director, AMS, PMO
Office of Administrative and Executive Services
Office of the Administrator, EPA
202-564-0419 (Desk)
lesperance.twanna@epa.gov*

From: Hunt, Loretta
Sent: Tuesday, August 08, 2017 1:06 PM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Subject: VERA/VSIP Allocation Flexibility

HR Community,

A few offices came to OHR and requested V/V allocation flexibility. We decided to ask OPM to allow all programs this flexibility (a few specifically asked in their initial business cases and were already approved).

The new language added to the agency's business case (pg. 3, attached) specifically states:

Given the pool of available candidates across our program and regional offices, the agency would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap for each program or regional office (as identified in sections II-XXIII below) cannot be exceeded.

What this means is that offices can shift slots to oversubscribed categories from undersubscribed categories. For example:

Region A allotted 5 V/V slots for eligible 301s and 5 slots for eligible 0028s. The servicing SSC received 7 applications from 301s but only 3 applications from 0028s. Region A may now move the 2 surplus slots allotted for the 0028 positions over to the 301 category to allow more eligible applicants to take V/V.

Please note, the region or program office may not:

- Exceed the organization's maximum V/V cap approved by OPM and OMB.
- Add additional positions to the eligibility pool.
- Approve more positions to vacate in a series/location/subcomponent than the organization can realistically handle. Remember, all positions (except designated safe positions) vacated under V/V must be eliminated or restructured. The organization must be still be able to function/meet mission needs once employees vacate.

If you have any questions or concerns, please contact me or your servicing HR Shared Service Center.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Mahoney, Michael J [Mike.Mahoney@opm.gov]
Sent: 8/3/2017 8:05:51 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Snowden, Gregory A [Gregory.Snowden@opm.gov]
Subject: RE: EPA's VERA/VSIP Request -

Loretta,

Ex. 6 - Personal Privacy

He should be back on email tomorrow or Monday...he will respond as soon as returns

Thanks for our patience

-mike

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]
Sent: Monday, July 31, 2017 3:38 PM
To: Snowden, Gregory A; Mahoney, Michael J; Grossman, Andrea L **Ex. 6 - Personal Privacy** Hickey, Mike J **Ex. 6 - Personal Privacy**
Cc: Hart, Debbi; Parker, Gary
Subject: RE: EPA's VERA/VSIP Request -
Importance: High

Gregory/Mike,

Ex. 5 - Deliberative Process

Thanks in advance for your review and assistance.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Friday, July 28, 2017 4:26 PM
To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman,

Andrea L.

Ex. 6 - Personal Privacy

Hickey, Mike J.

Ex. 6 - Personal Privacy

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: Re: EPA's VERA/VSIP Request -

Gregory/Mike,

Ex. 5 - Deliberative Process

Please provide approval or disapproval of this change.

Thank you for your assistance and have a good weekend.

From: Snowden, Gregory A <Gregory.Snowden@opm.gov>

Sent: Thursday, July 13, 2017 2:39 PM

To: Hunt, Loretta; Mahoney, Michael J; Grossman, Andrea L. Ex. 6 - Personal Privacy Hickey, Mike J. Ex. 6 - Personal Privacy

Cc: Hart, Debbi

Subject: RE: EPA's VERA/VSIP Request -

Hello Loretta,

Ex. 5 - Deliberative Process

Gregory Snowden

OPM

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]

Sent: Thursday, July 13, 2017 9:42 AM

To: Mahoney, Michael J; Snowden, Gregory A; Grossman, Andrea L. Ex. 6 - Personal Privacy Hickey, Mike J. Ex. 6 - Personal Privacy

Cc: Hart, Debbi

Subject: RE: EPA's VERA/VSIP Request -

Importance: High

Gregory/Mike,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]
Sent: Monday, July 10, 2017 2:32 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA's VERA/VSIP Request

Here tis'...

-mike

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Monday, July 10, 2017 11:13 AM
To: Mahoney, Michael J; Snowden, Gregory A
Cc: Hart, Debbi
Subject: EPA's VERA/VSIP Request
Importance: High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/6/2017 9:39:59 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: Here is latest V/V schedule to send to HR Community/SSCs
Attachments: SSC Schedule V-V July6 2017 .docx

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

To: Martinson, Alice[Martinson.Alice@epa.gov]
Cc: Burt, Cynthia[Burt.Cynthia@epa.gov]; Davis, Cathy[Davis.Cathy@epa.gov]; Atkinson, Ryan[Atkinson.Ryan@epa.gov]; Taylor, Jeremy[Taylor.Jeremy@epa.gov]; Conklin, Jeanne[Conklin.Jeanne@epa.gov]; Jones-Peeler, Meshell[Jones-Peeler.Meshell@epa.gov]; Butler, Lorraine[Butler.Lorraine@epa.gov]; Freggens, Barbara[Freggens.Barbara@epa.gov]; Wright, John[wright.john@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Soward, Ruth-Alene
Sent: Tue 8/8/2017 5:18:33 PM
Subject: FW: Please confirm VERA VSIP Applicant Status by COB Monday
[OCFO VERA VSIP Applicants.xlsx](#)
[EPA Prog and Reg Business Cases Final 7-31-17 agency flex up to caps adj....pdf](#)

Hi, Alice:

I want to share the message below re: flexibility that has been granted to EPA regarding V/V allocations. Based on this, OCFO would like to make a minor adjustment to move one secretarial offer to the management analyst offers to allow our wait-listed employee to become eligible to receive a V/V offer. Would appreciate you confirming this.

Thanks!

Ruth

Ruth Alene Soward, Director
Office of Resource and Information Management
Office of the Chief Financial Officer
202-566-0985 phone; 202-669-1876 Ex. 6 - Personal Privacy
Mail Code 2710A

From: Hunt, Loretta
Sent: Tuesday, August 08, 2017 1:06 PM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Subject: VERA/VSIP Allocation Flexibility

HR Community,

A few offices came to OHR and requested V/V allocation flexibility. We decided to ask OPM to allow all programs this flexibility (a few specifically asked in their initial business cases and were already approved).

The new language added to the agency's business case (pg. 3, attached) specifically states:

Given the pool of available candidates across our program and regional offices, the agency would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap for each program or regional office (as identified in sections II-XXIII below) cannot be exceeded.

What this means is that offices can shift slots to oversubscribed categories from undersubscribed categories. For example:

Region A allotted 5 V/V slots for eligible 301s and 5 slots for eligible 0028s. The servicing SSC received 7 applications from 301s but only 3 applications from 0028s. Region A may now move the 2 surplus slots allotted for the 0028 positions over to the 301 category to allow more eligible applicants to take V/V.

Please note, the region or program office may not:

- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Exceed the organization's maximum V/V cap approved by OPM and OMB.
- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Add additional positions to the eligibility pool.
- ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Approve more positions to vacate in a series/location/subcomponent than the organization can realistically handle. Remember, all positions (except designated safe positions) vacated under V/V must be eliminated or restructured. The organization must be still be able to function/meet mission needs once employees vacate.

If you have any questions or concerns, please contact me or your servicing HR Shared Service Center.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Soward, Ruth-Alene

Sent: Monday, August 07, 2017 6:49 PM

To: Martinson, Alice <Martinson.Alice@epa.gov>

Cc: Burt, Cynthia <Burt.Cynthia@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Conklin, Jeanne <Conklin.Jeanne@epa.gov>; Jones-Peeler, Meshell <jones-peeler.meshell@epa.gov>; Butler, Lorraine <Butler.Lorraine@epa.gov>; Freggens, Barbara <Freggens.Barbara@epa.gov>; Wright, John <wright.john@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: RE: Please confirm VERA VSIP Applicant Status by COB Monday

Hi, Alice:

We have reviewed this list and confirm it accurately reflects the positions targeted in OCFO's current VERA/VSIP plan, and the employees are eligible to take a VERA VSIP (i.e., they have not been issued a removal action or have a disability action pending). However, please be aware that OCFO requested the Office of Human Resources to make a minor adjustment to OCFO's

allocation of VERA/VSIP offers which would affect the eligibility status of one individual on the list. I understand that OHR has submitted an agency-level request to OPM and OMB seeking approval for not only this minor adjustment, but others requested by a few other HQ and/or Regional Offices. This morning, Loretta Hunt in OHR's Policy, Planning & Training Division indicated that Donna Vizian may be reaching out to OPM and OMB to obtain their decisions on these adjustments since EPA's VERA/VSIP process now is in the home stretch. The minor adjustment OCFO has requested is to move one secretarial offer to the management analyst offers. If this is approved, the person who is wait-listed would become eligible.

Also, please be aware that OCFO plans to submit waivers to Donna Vizian for two individuals (Janice Kern and Lynwood Leach) to be able to remain until September 30, 2017, to perform activities needed for transition to the new fiscal year.

Thank you for the opportunity to review this list. I will let you know as soon as I hear anything about the OPM and OMB decision, unless OHR notifies you first.

Ruth

Ruth Alene Soward, Director
Office of Resource and Information Management
Office of the Chief Financial Officer
202-566-0985 phone; 202-669-1876 **Ex. 6 - Personal Privacy**
Mail Code 2710A

From: Martinson, Alice
Sent: Friday, August 04, 2017 3:34 PM
To: Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>
Cc: Burt, Cynthia <Burt.Cynthia@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>
Subject: Please confirm VERA VSIP Applicant Status by COB Monday

Attached is a list of your VERA VSIP applicants with eligibility status as confirmed by the RTP-SSC.

We have included employees who have been determined as Eligible and Ineligible based on your VERA VSIP Plan. We have also listed those who are currently on the Wait List due to the max offers listed in the V/V plan for their targeted position.

Please review this list and confirm that it accurately reflects the positions targeted in your VERA VSIP plan and 2) that the employees are eligible to take a VERA VSIP (i.e., they have not been issued a removal action or have a disability action pending).

Please respond no later than COB Monday, August 7th, so we can proceed with the notification to our applicants.

Thank you,

~ Alice

Alice Martinson

Acting Section Chief, RTP-SSC

U.S. Environmental Protection Agency

OARM/HRMD-RTP (MD-C639-02)

Research Triangle Park, NC 27711

voice: 919-541-5420

fax: 919-541-1360



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

To: Bonner, Jerome[Bonner.Jerome@epa.gov]; Taylor, Jeremy[Taylor.Jeremy@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Engebretson, Elizabeth[Engebretson.Lizabeth@epa.gov]; Peabody, Hitch[Peabody.Hitch@epa.gov]; Atkinson, Ryan[Atkinson.Ryan@epa.gov]
Cc: Parker, Gary[parker.gary@epa.gov]; Coomber, Robert[coomber.robert@epa.gov]; Corbett, Krysti[Corbett.Krysti@epa.gov]; Helm, Arron[Helm.Arron@epa.gov]
From: Hart, Debbi
Sent: Thur 7/6/2017 4:54:03 PM
Subject: RE: Draft V/V Communications

Notifications to folks in targeted positions would go out on July 12. What options can you offer?

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Bonner, Jerome
Sent: Thursday, July 06, 2017 12:52 PM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Elizabeth <Engebretson.Lizabeth@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>
Subject: RE: Draft V/V Communications

I agree; this is a significant change.

Jerome W. Bonner

Environmental Protection Agency

Office of Administration and Resources Management - Cincinnati

Director, Human Resources

Cincinnati Human Resources Shared Service Center

Tel: 513.569.7950

Ex. 6 - Personal Privacy

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Taylor, Jeremy

Sent: Thursday, July 06, 2017 12:48 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Elizabeth <Engebretson.Lizabeth@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>

Subject: RE: Draft V/V Communications

Hello Loretta,

Ex. 5 - Deliberative Process

Jeremy A. Taylor

OARM-RTP-HRMD

Director

919-541-0537



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Hunt, Loretta

Sent: Thursday, July 06, 2017 12:42 PM

To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>

Subject: RE: Draft V/V Communications

Importance: High

SSC Directors/Hitch,

The communication documents have been updated based on feedback from Donna and John. I need the SSCs/ERD/LERD to comment and provide missing information ASAP. The goal is to send these templates to programs and regions this evening.

Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Hunt, Loretta

Sent: Wednesday, July 05, 2017 5:52 PM

To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>

Subject: Draft V/V Communications

Importance: High

SSC Directors/Hitch,

Please see the draft employee communication. We tweaked the previous notification Liz forwarded. Please review and edit as necessary. Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

Message

From: Burrows, Eileen [BURROWS.EILEEN@EPA.GOV]
Sent: 8/8/2017 5:17:28 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: VERA/VSIP Allocation Flexibility

Hi Loretta,

Thanks for the information. Is the status that you are still waiting for OPM approval for this change to EPA's overall business plan to allow this flexibility? Or that you did receive this OPM approval?

Thanks,
Eileen

Eileen Burrows
Deputy Human Resources Officer
EPA Region 3, Human Resources Management Branch, OP&M (3PM40)
Phone: (215) 814-5327
burrows.eileen@epa.gov

From: Hunt, Loretta
Sent: Tuesday, August 08, 2017 1:06 PM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Subject: VERA/VSIP Allocation Flexibility

HR Community,

A few offices came to OHR and requested V/V allocation flexibility. We decided to ask OPM to allow all programs this flexibility (a few specifically asked in their initial business cases and were already approved).

The new language added to the agency's business case (pg. 3, attached) specifically states:

Given the pool of available candidates across our program and regional offices, the agency would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap for each program or regional office (as identified in sections II-XXIII below) cannot be exceeded.

What this means is that offices can shift slots to oversubscribed categories from undersubscribed categories. For example:

Region A allotted 5 V/V slots for eligible 301s and 5 slots for eligible 0028s. The servicing SSC received 7 applications from 301s but only 3 applications from 0028s. Region A may now move the 2 surplus slots allotted for the 0028 positions over to the 301 category to allow more eligible applicants to take V/V.

Please note, the region or program office may not:

- Exceed the organization's maximum V/V cap approved by OPM and OMB.

- Add additional positions to the eligibility pool.
- Approve more positions to vacate in a series/location/subcomponent than the organization can realistically handle. Remember, all positions (except designated safe positions) vacated under V/V must be eliminated or restructured. The organization must be still be able to function/meet mission needs once employees vacate.

If you have any questions or concerns, please contact me or your servicing HR Shared Service Center.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: McNeal, Detha [McNeal.Detha@epa.gov]
Sent: 6/19/2017 1:44:29 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Schulman, Marvin [Schulman.Marvin@epa.gov]
Subject: RE: VERA/VSIP URGENT!!

Ok, it's there now.

From: Hunt, Loretta
Sent: Monday, June 19, 2017 9:35 AM
To: McNeal, Detha <McNeal.Detha@epa.gov>
Cc: Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: Fwd: VERA/VSIP URGENT!!

Please upload to the one drive. Thanks.

Loretta L. Hunt, Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
(202) 564-6963
hunt.loretta@epa.gov

Begin forwarded message:

From: "Barber, Anthony" <Barber.Anthony@epa.gov>
Date: June 16, 2017 at 8:44:47 PM EDT
To: "Hart, Debbi" <Hart.Debbi@epa.gov>, "Lindsay, Nancy" <Lindsay.Nancy@epa.gov>, "Dalrymple, Anne" <Dalrymple.Anne@epa.gov>
Cc: "Hunt, Loretta" <Hunt.Loretta@epa.gov>, "Kuhns, Jason" <Kuhns.Jason@epa.gov>
Subject: RE: VERA/VSIP URGENT!!

All,

I did what I think is a thorough review and the corrected targeted positions sheet I sent earlier today (also attached here) does indeed appear accurate. I promised I would review this and ensure it was accurate by first thing Monday morning, and I have done so.

Ex. 5 - Deliberative Process

Sorry for not doing a better job in both ensuring we had the best working definition and for the error on the numbers.

Have a good weekend!

Anthony L. Barber, PE
Acting Human Capital Officer and Manager, HRF Unit
Director, Oregon Operations Office
US EPA Region IO
805 SW Broadway, Suite 500
Portland, OR 97205

503-326-6890 (phone)
503-326-3399 (fax)
barber.anthony@epa.gov

From: Hart, Debbi
Sent: Friday, June 16, 2017 2:40 PM
To: Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>
Cc: Barber, Anthony <Barber.Anthony@epa.gov>
Subject: RE: VERA/VSIP URGENT!!

FYI—we were able to reach Tony and are getting updated info.

From: Hart, Debbi
Sent: Friday, June 16, 2017 5:10 PM
To: Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>
Cc: Loretta Hunt <Hunt.Loretta@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Subject: FW: VERA/VSIP URGENT!!
Importance: High

Per v-mail, need your assistance with the discrepancy in your V/V business case (see below). Thanks in advance. Debbi

From: McNeal, Detha
Sent: Friday, June 16, 2017 5:00 PM
To: Harmon, Russell <Harmon.Russell@epa.gov>
Cc: Barber, Anthony <Barber.Anthony@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: VERA/VSIP

Hi Russell,

I'm not sure if Anthony is available, perhaps you can help with the issue below.

From: McNeal, Detha
Sent: Friday, June 16, 2017 4:52 PM
To: Barber, Anthony <Barber.Anthony@epa.gov>
Subject: VERA/VSIP

Good afternoon Anthony,

I'm hoping that you're available to clarify something with R10's business case.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Detha McNeal
Human Resources Specialist
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
(202) 564-6707

Message

From: Parker, Gary [parker.gary@epa.gov]
Sent: 6/14/2017 12:28:53 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Kuhns, Jason [Kuhns.Jason@epa.gov]
Subject: V/V Roll Up
Attachments: 20170612 Roll Up Location_Pay Grades.xlsx

Loretta,

Our roll up data of all V/V inputs. Let's try and sit down together today and discuss for a few moments.

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

From: Parker, Gary
Sent: Tuesday, June 13, 2017 9:36 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: V/V Roll Up

Debbi,

The latest roll up views with graphs. We can discuss when you have a chance.

R,
Gary

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

Message

From: Hickey, Mike J. [Ex. 6 - Personal Privacy]
Sent: 6/23/2017 12:36:24 AM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Grossman, Andrea L. [Ex. 6 - Personal Privacy]
Subject: Re: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Thank you Loretta for the two emails with the updates.

Sent from my iPhone

On Jun 22, 2017, at 6:53 PM, Hunt, Loretta <Hunt.Loretta@epa.gov<mailto:Hunt.Loretta@epa.gov>> wrote:

The document attached replaces document #3 sent on 6/16/17.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov<mailto:hunt.loretta@epa.gov>

From: Hunt, Loretta
Sent: Thursday, June 22, 2017 6:48 PM
To: 'Hickey, Mike J.' [Ex. 6 - Personal Privacy] 'Mahoney, Michael J' <Mike.Mahoney@opm.gov<mailto:Mike.Mahoney@opm.gov>>; 'Snowden, Gregory A' <Gregory.Snowden@opm.gov<mailto:Gregory.Snowden@opm.gov>>; Coleman, Darrell E <Darrell.Coleman@opm.gov<mailto:Darrell.Coleman@opm.gov>>; Thornton, Cathryn <Cathryn.Thornton@opm.gov<mailto:Cathryn.Thornton@opm.gov>>; Butler, Monica <Monica.Butler@opm.gov<mailto:Monica.Butler@opm.gov>>; 'Andrea L Grossman' [Ex. 6 - Personal Privacy]
Cc: Hart, Debbi <Hart.Debbi@epa.gov<mailto:Hart.Debbi@epa.gov>>; Parker, Gary <parker.gary@epa.gov<mailto:parker.gary@epa.gov>>; Schulman, Marvin <Schulman.Marvin@epa.gov<mailto:Schulman.Marvin@epa.gov>>; McNeal, Detha <McNeal.Detha@epa.gov<mailto:McNeal.Detha@epa.gov>>; Kuhns, Jason <Kuhns.Jason@epa.gov<mailto:Kuhns.Jason@epa.gov>>
Subject: Update for EPA's VERA/VSIP business case and targeted positions Email 1 of 2

OPM and OMB,

EPA's Region 9's office had to revise their information [Ex. 5 - Deliberative Process] The documents attached should replace documents #4 and #6 that were sent on 6/16/17.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov<mailto:hunt.loretta@epa.gov>

<EPA Prog and Reg Business Cases 6-22-17 ver 4.docx>

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/15/2017 3:32:11 PM
To: Kuhns, Jason [Kuhns.Jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: VERA VSIP Roll Up by Appropriations
Attachments: 20170609 VERA VSIP For Agency.xlsx

I think this is what I sent to Carol Terris: **Ex. 5 - Deliberative Process**

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Parker, Gary
Sent: Friday, June 09, 2017 12:46 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Kuhns, Jason <Kuhns.Jason@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Subject: VERA VSIP Roll Up by Appropriations

Debbi,

Attached please find our roll up numbers by appropriation and themes.

R,
Gary

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Wed 7/5/2017 7:54:12 PM
Subject: FW: V/V Budget Tables update information-status
Office of Water VERA and VSIP Justification with Budget Final 07-03-17.docx

OW is one that upated.

From: Erickson, Amber
Sent: Monday, July 03, 2017 2:06 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Cc: Stevens, Robert <Stevens.Robert@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>
Subject: FW: V/V Budget Tables update information-status

Hi all,

I'm forwarding OW's revised VERA/VSIP budget template that we submitted to OCFO. Based on the additional guidance from OCFO, we eliminated Attachment 4 from our package and included all calculations in the footnotes of our business case. Please let me know if you have questions or need anything additional.

Have a great holiday,

Amber

From: Erickson, Amber
Sent: Monday, July 3, 2017 1:57 PM
To: Remmers, Janet <Remmers.Janet@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Cc: Fontaine, Tim <Fontaine.Tim@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>
Subject: FW: V/V Budget Tables update information-status

Hi Janet,

OW's revised template is attached; please let me know if you have questions or need any additional edits. Thanks for the additional guidance you provided.

Amber

From: Fontaine, Tim
Sent: Monday, July 3, 2017 8:43 AM
To: Erickson, Amber <Erickson.Amber@epa.gov>
Cc: Stevens, Robert <Stevens.Robert@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Woods, Terry <Woods.Terry@epa.gov>; Spraul, Greg <Spraul.Greg@epa.gov>
Subject: FW: V/V Budget Tables update information-status

Amber,

Wanted to make sure you got this additional guidance on foot notes.

Tim Fontaine

EPA Office of Water

(202) 564-0318

From: Remmers, Janet
Sent: Saturday, July 01, 2017 6:32 AM
To: Fontaine, Tim <Fontaine.Tim@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; McCluney, Lance <McCluney.Lance@epa.gov>; Janowiak, Susan <Janowiak.susan@epa.gov>; Eubanks, Kristy <Eubanks.Kristy@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Greenwald, Beth <Greenwald.Beth@epa.gov>; Bielenberg, Ben <Bielenberg.Ben@epa.gov>; Wong, Melissa <Wong.Melissa@epa.gov>
Subject: FW: V/V Budget Tables update information-status

Ex. 5 - Deliberative Process

3,

I know in some offices this exercise is being done by the HRO or PMO. They would need help from the budget community.

We would greatly appreciate your help in getting these completed by Monday, July 3rd.

I am finding that folks are making this too complicated. It should be fairly simple. Here are some suggestions:

Ex. 5 - Deliberative Process

Please feel free to call me on 202-564-0548 if you have questions.

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Remmers, Janet

Sent: Friday, June 30, 2017 5:42 PM

To: Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; McManus, Catharine <mcmanus.catharine@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Baden, Beth <Baden.Beth@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Ajabi, Laurel <Ajabi.Laurel@epa.gov>
Cc: McDonald, James <McDonald.James@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>

Subject: RE: V/V Budget Tables update information

Status update on the V/V Budget Tables submissions:

We have half of the offices' submissions.

We hope to have this completed by Monday, July 3rd. For those still outstanding, please let me know if have questions.

Still need:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

We have updated Budget Tables from the following:

Ex. 5 - Deliberative Process

Thanks

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Shanahan, Katherine

Sent: Friday, June 30, 2017 10:14 AM

To: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; McManus, Catharine <mcmanus.catharine@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>; Baden, Beth <Baden.Beth@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Ajabi, Laurel <Ajabi.Laurel@epa.gov>

Cc: McDonald, James <McDonald.James@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>

Subject: V/V Budget Tables update information

Good Morning Everyone

As Janet and Carol promised on yesterday's conference calls, please find attached the V/V

Budget Tables update. In addition to the table template,

Ex. 5 - Deliberati

Ex. 5 - Deliberative Process

If you were unable to make the call and are unclear as to your next steps, please feel free to call me at 617-918-1619 and I will explain what was discussed during the call. If you have specific finance questions, Janet Remmers at 202-564-0548, is taking the lead for OCFO on the budget portion of the V/V submission.

Please Note: I went through every message that indicated yesterday's meeting invite had been forwarded. I typed in the names individually and while some added to the Address list, most did not. It appears that their names already appeared on either the Budget Officer Mail list or the Comptroller Mail list. Thus, if you do not see their individual name above, rest assured they were not missed!

Thank you

Kathie Shanahan

Human Resource Officer

EPA New England Region 1

617-918-1619

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Mon 7/3/2017 6:06:40 PM
Subject: FW: V/V Budget Tables update information-status
Office of Water VERA and VSIP Justification with Budget Final 07-03-17.docx

Do we need to check to see if they updated their business case? I hope not! There was one other office that sent Janet their whole business case too and I had the same question.

From: Remmers, Janet
Sent: Monday, July 03, 2017 2:03 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: V/V Budget Tables update information-status

OW included the narrative in addition to the Budget Tables. I only updated the Budget Tables in the combined document.

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Erickson, Amber
Sent: Monday, July 03, 2017 1:57 PM
To: Remmers, Janet <Remmers.Janet@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Cc: Fontaine, Tim <Fontaine.Tim@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>;
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Sent: Monday, July 3, 2017 8:43 AM

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Cc: Stevens, Robert <Stevens.Robert@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Woods, Terry <Woods.Terry@epa.gov>; Spraul, Greg <Spraul.Greg@epa.gov>

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Tim Fontaine

EPA Office of Water

(202) 564-0318

From: Remmers, Janet

Sent: Saturday, July 01, 2017 6:32 AM

To: Fontaine, Tim <Fontaine.Tim@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; McCluney, Lance <McCluney.Lance@epa.gov>; Janowiak, Susan <Janowiak.susan@epa.gov>; Eubanks, Kristy <Eubanks.Kristy@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Greenwald, Beth <Greenwald.Beth@epa.gov>; Bielenberg, Ben <Bielenberg.Ben@epa.gov>; Wong, Melissa <Wong.Melissa@epa.gov>

Subject: FW: V/V Budget Tables update information-status

Ex. 5 - Deliberative Process

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Janet Remmers, Ph.D.

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Mail code: 2732A

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From: Remmers, Janet

Sent: Friday, June 30, 2017 5:42 PM

To: Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; McManus, Catharine <mcmanus.catharine@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Baden, Beth <Baden.Beth@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Ajabi, Laurel <Ajabi.Laurel@epa.gov>
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Ex. 5 - Deliberative Process

Thanks

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

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Sent: Friday, June 30, 2017 10:14 AM

To: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; McManus, Catharine <mcmanus.catharine@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORRegionalComptroller@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>; Baden, Beth <Baden.Beth@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Ajabi, Laurel <Ajabi.Laurel@epa.gov>

Cc: McDonald, James <McDonald.James@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>

Subject: V/V Budget Tables update information

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Ex. 5 - Deliberati

Ex. 5 - Deliberative Process

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Thank you

Kathie Shanahan

Human Resource Officer

EPA New England Region 1

617-918-1619

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 8/8/2017 4:41:30 PM
To: Schulman, Marvin [Schulman.Marvin@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: EPA's VERA/VSIP Request -
Attachments: OW Targeted Positions Template Attachment 3 Final v4 08-03-17.xlsx

FYI—this is how Loretta has been addressing these errors. I'm noting this for myself too. Not enough to put a note to the record—it needs to be provided to OPM.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hunt, Loretta
Sent: Tuesday, August 08, 2017 11:57 AM
To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L. [Ex. 6 - Personal Privacy] Hickey, Mike J. [Ex. 6 - Personal Privacy]
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: EPA's VERA/VSIP Request -

Gregory, thanks so much.

One last thing (I hope!!!!!!), [Ex. 5 - Deliberative Process]

Ex. 5 - Deliberative Process

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Snowden, Gregory A [<mailto:Gregory.Snowden@opm.gov>]
Sent: Tuesday, August 08, 2017 10:44 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L.

Ex. 6 - Personal Privacy

Hickey, Mike J

Ex. 6 - Personal Privacy

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: RE: EPA's VERA/VSIP Request -

Good morning Loretta,

Sorry for the delay.

Given that the request does not amend the current authorities, OPM will add the noted language to the business case in EPA's case file. Thank you.

Gregory Snowden
OPM

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/29/2017 6:04:44 PM
To: Grossman, Andrea L. [REDACTED]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: EPA's VERA/VSIP request

Ex. 6 - Personal Privacy

Thanks Andrea—we actually just got comments from OPM. We are meeting at 2:30 to go over the cost/benefit tables with folks. Are you in the office tomorrow?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Grossman, Andrea L. [REDACTED]
Sent: Thursday, June 29, 2017 1:51 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: EPA's VERA/VSIP request

Ex. 6 - Personal Privacy

FYI- here's what was forwarded to me on OPM's response to some questioning about where they stand with the VERA/VSIP package. It sounds like you may be getting some additional questions tomorrow from them.

Andrea Grossman
Program Examiner, OMB Environment Branch
202-395-4756

From: Holden, Kimberly A. [mailto:Kimberly.Holden@opm.gov]
Sent: Thursday, June 29, 2017 11:35 AM
To: Gallagher, Arianne J. [REDACTED]
Cc: Daphnis, Kristy L. [REDACTED]; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Villalobos, Veronica <Veronica.Villalobos@opm.gov>; Reinhold, Mark D <Mark.Reinhold@opm.gov>
Subject: RE: EPA's VERA/VSIP request

Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

Arianne,

EPA submitted their package to OPM in draft. They also sent the draft to OMB simultaneously. There are 22 organizational supplements that we are currently reviewing at this time and have not made a recommendation to OMB as of yet on this request since it is still in draft. From what I understand there was to be a meeting with OMB Examiner and EPA this week to discuss the submission. We have not been made aware of the outcome or if the meeting occurred. Lastly, we are preparing a summary of our questions for EPA on the draft package and hope to finalize those by tomorrow as there are some things they need to clean-up.

We will get a meeting set up with EPA as soon as possible to review our questions, but we will need a final signed package from EPA before we make a recommendation to OMB. I will follow-up with our EPA contact this morning.

*Kimberly A. Holden
Deputy Associate Director Recruitment and Hiring
Office of Personnel Management
Employee Services
1900 E Street, N.W. 6500AJ
Washington, DC 20415
(202) 418-3218*

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/29/2017 5:47:07 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Parker, Gary [parker.gary@epa.gov]
Subject: Updated schedule for you to add to 3:00 invite. THX!
Attachments: SSC Schedule V-V June28 2017 .docx

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

To: Schulman, Marvin[Schulman.Marvin@epa.gov]; McNeal, Detha[McNeal.Detha@epa.gov]
Cc: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Fri 6/16/2017 3:40:06 PM
Subject: FW: OAR's VERA/VSIP proposal
[OAR Organization Chart 5-17.pdf](#)

From: Monroe, Scott
Sent: Thursday, May 25, 2017 4:33 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Kutzke, Julie <Kutzke.Julie@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: OAR's VERA/VSIP proposal

Hi Debbi,

Please find attached our current org chart. Enjoy the holiday weekend!

Scott

From: Hart, Debbi
Sent: Thursday, May 25, 2017 9:28 AM
To: Monroe, Scott <Monroe.Scott@epa.gov>
Cc: Shaw, Betsy <Shaw.Betsy@epa.gov>; Kutzke, Julie <Kutzke.Julie@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: OAR's VERA/VSIP proposal

Scott-

Thanks for your submittal. We've begun our reviews and will let you know if we have questions. Could you please send us your current org chart? Thanks again! Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Monroe, Scott
Sent: Wednesday, May 24, 2017 4:13 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Shaw, Betsy <Shaw.Betsy@epa.gov>; Kutzke, Julie <Kutzke.Julie@epa.gov>; Monroe, Scott <Monroe.Scott@epa.gov>
Subject: OAR's VERA/VSIP proposal

Hi Debbi,

Please find attached documents constituting OAR's VERA/VSIP proposal, as requested by Acting Assistant Administrator Donna Vizian on April 17. We are not sending organization charts as explained in the proposal. Please contact me or Julie Kutzke (564-2989) with questions or if you need further information.

Scott Monroe

Program Management Official

Office of Air and Radiation

Mail Code 6101A

Clinton North Room 5435A

tel: 202-564-1271

fax: 202-501-0600

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/7/2017 4:32:11 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]
Subject: FW: updated VERA/VSIP proposal
Attachments: VERA-VSIP summary proposal May 22 2017.docx

Another update—they are still trickling in.

From: Cherry, Katrina
Sent: Wednesday, June 07, 2017 9:15 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Nishida, Jane <Nishida.Jane@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>
Subject: FW: updated VERA/VSIP proposal

Hi Debbi,

Ex. 5 - Deliberative Process

From: Cunningham, Dennis
Sent: Wednesday, June 07, 2017 9:09 AM
To: Cherry, Katrina <Cherry.Katrina@epa.gov>
Subject: updated VERA/VSIP proposal

Katrina,

Ex. 5 - Deliberative Process

Dennis

Dennis H. Cunningham, Deputy Director
Office of Management & International Services
Office of International & Tribal Affairs
U.S. Environmental Protection Agency
Cunningham.dennis@epa.gov
Phone: 202-564-6622

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/7/2017 4:27:33 PM
To: Willig, Jeanine [willig.jeanine@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Decision on including SES in the V/V

From: Vizian, Donna
Sent: Tuesday, June 06, 2017 6:50 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Subject: RE: Decision on including SES in the V/V

Yes. **Ex. 5 - Deliberative Process**

From: Hunt, Loretta
Sent: Tuesday, June 06, 2017 6:48 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Subject: RE: Decision on including SES in the V/V

Donna,

Ex. 5 - Deliberative Process

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Vizian, Donna
Sent: Tuesday, June 06, 2017 6:36 PM
To: Robbins, Chris <Robbins.Chris@epa.gov>; Kavlock, Robert <Kavlock.Robert@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Showman, John <Showman.John@epa.gov>
Subject: Decision on including SES in the V/V

Hi – I am sending to a small group,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Please let me know if you have any questions.

Thanks
Donna

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/7/2017 4:25:38 PM
To: Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Decision on including SES in the V/V

Ex. 5 - Deliberative Process

From: Vizian, Donna
Sent: Tuesday, June 06, 2017 6:36 PM
To: Robbins, Chris <Robbins.Chris@epa.gov>; Kavlock, Robert <Kavlock.Robert@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Showman, John <Showman.John@epa.gov>
Subject: Decision on including SES in the V/V

Hi – I am sending to a small group,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please let me know if you have any questions.

Thanks
Donna

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/8/2017 5:08:14 PM
CC: Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]
Subject: FW: Decision on including SES in the V/V
Attachments: OLEM Current FY17 Org Chart Revised 6-2-17 .pptx; OLEM Projected PB FY18 Org Chart Revised 6-2-17.pptx; OLEM Targeted Positions Template - FINAL Revised 6-8-17.xlsx; OLEM VERA VSIP Major Themes FINAL REVISED 6-8-17.xlsx; FINAL - OLEM VERA-VSIP Proposal Revised 6-8-2017.docx; 2017 OLEM VERA-VSIP Budget Summary Sheet- 6-08-2017.pdf

FYI—I think this is the last update barring any discrepancies we need to address. debbi

From: Smith, Susan
Sent: Thursday, June 08, 2017 1:03 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>
Subject: RE: Decision on including SES in the V/V

Per the email below:

Ex. 5 - Deliberative Process

Susan

Susan Smith, Director
Organizational Management and Integrity Staff
Office of Land and Emergency Management/U.S. EPA
1301 Constitution Ave., NW, Washington, DC 20460
4139 WJC West/MC: 5101T

202-564-6656 (office)
202-834-8239 (cell)
202-566-6324 (fax)

Follow OLEM on Twitter @EPALand

From: Vizian, Donna
Sent: Tuesday, June 06, 2017 6:36 PM
To: Robbins, Chris <Robbins.Chris@epa.gov>; Kavlock, Robert <Kavlock.Robert@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Showman, John <Showman.John@epa.gov>
Subject: Decision on including SES in the V/V

Hi – I am sending to a small group.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please let me know if you have any questions.

Thanks
Donna

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/16/2017 2:35:16 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Parker, Gary [parker.gary@epa.gov]
Subject: call when you're back so we can see where things stand for the VV--her is what we need--

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Gary is out today.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Taylor, Jeremy [Taylor.Jeremy@epa.gov]
Sent: 7/28/2017 2:55:31 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: RE: OEI VV

Sure, no problem.

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Hunt, Loretta
Sent: Friday, July 28, 2017 10:55 AM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>
Cc: Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Re: OEI VV

I haven't heard from Marilyn. Can you reach out to her to let her know?

Sent from my iPhone

On Jul 28, 2017, at 10:46 AM, Taylor, Jeremy <Taylor.Jeremy@epa.gov> wrote:

Hi Loretta,

I just wanted to follow up from the call yesterday where you mentioned that OEI had contacted you about adjusting their VERA/VSIP package.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thank you,

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537

<image001.png>

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

Message


From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/8/2017 4:50:54 PM
To: Schulman, Marvin [Schulman.Marvin@epa.gov]; Parker, Gary [parker.gary@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: Status Update: VERA/VSIP

Importance: High

Anything I'm missing or I've misstated? Read carefully bc this may got out broadly. THX!

Hello-

FYI-- Here's a quick update.

- The V/V team completed its review of the  packages submitted by regions and program offices; business cases are sound and targeted position templates are being rolled up into an agency level spreadsheet.
- We await final submissions for a few offices that required minor adjustments.
- We began populating the framework for the agency level business case and are analyzing potential agency level cross-cutting impacts.
- We expect to share the draft business case informally with OPM/OMB next week.
- We are drafting a number of communications and talking points to share with offices in the near future.
- We continue to update our Early Out/Buyout website so that employees have all relevant V/V information in one location.
- Weekly meetings with the SSCs and LER are occurring to coordinate union negotiations and ensure a smooth transition from business case acceptance to implementation.

Thanks to all for your support past and as we move forward!

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/25/2017 4:55:14 PM
To: Harmon, Russell [Harmon.Russell@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Region 10 VERA VSIP Business Case

Absolutely will do Russ. Thanks.

From: Harmon, Russell
Sent: Thursday, May 25, 2017 11:33 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Region 10 VERA VSIP Business Case

Debbi,

Let me know if you have questions about the cost estimates for R10's justification. Thanks.

Russell Harmon
US EPA Region 10, M/S OMP-213
Seattle, WA 98101
Tel: 206-553-1793
Fax: 206-553-0149

From: Hart, Debbi
Sent: Thursday, May 25, 2017 10:21 AM
To: Lindsay, Nancy <Lindsay.Nancy@epa.gov>
Cc: Pirzadeh, Michelle <Pirzadeh.Michelle@epa.gov>; Opalski, Dan <Opalski.Dan@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>; Harmon, Russell <Harmon.Russell@epa.gov>
Subject: RE: Region 10 VERA VSIP Business Case

Nancy—thanks very much for your submittal. We are beginning our reviews and will let Tony know if we have any questions. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Lindsay, Nancy
Sent: Wednesday, May 24, 2017 9:06 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Pirzadeh, Michelle <Pirzadeh.Michelle@epa.gov>; Opalski, Dan <Opalski.Dan@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>; Harmon, Russell

<Harmon.Russell@epa.gov>

Subject: Region 10 VERA VSIP Business Case

Debi,

Attached please find Region 10's business case for the agency's VERA/VSIP. We appreciate the opportunity to participate. If you need any additional information, please contact Region 10's Acting HCO, Tony Barber, at (503) 326-6890.

Thank you,

Nancy Lindsay
R10 ARA

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Gutshall, Renee
Sent: Tue 5/2/2017 6:36:15 PM
Subject: RE: Question

I am in a senior leadership meeting.. Will try to get back to you by 3:00 or so.

Thanks,

Renee

Renee Gutshall
Deputy Director, Office of Business Operations and Services
Office of Environmental Information
U.S. Environmental Protection Agency
(202) 566-0987 desk / Ex. 6 - Personal Privacy cell
gutshall.renee@epa.gov

From: Hunt, Loretta
Sent: Tuesday, May 02, 2017 2:17 PM
To: Gutshall, Renee <Gutshall.Renee@epa.gov>
Subject: RE: Question

Renee,

I need to ask a few follow-up questions. I'm at my desk now if you can call.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Gutshall, Renee
Sent: Tuesday, May 02, 2017 1:53 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Question

Hi Loretta,

Can you answer by email? I need to let our AA know the answer to this question...

Ex. 5 - Deliberative Process

Thanks,

Renee

Renee Gutshall
Deputy Director, Office of Business Operations and Services
Office of Environmental Information
U.S. Environmental Protection Agency
(202) 566-0987 desk / Ex. 6 - Personal Privacy cell
gutshall.renee@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/25/2017 4:48:03 PM
To: Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: OCSPP Business Case - REVISED
Attachments: OCSPP Org Chart 5-24.17.pptx; OPP Org Chart 5-23-2017.pptx; Proposed OPP Org Chart 5-23-2017.pptx; OCSPP Draft V-V Business Case.REVISED 5.25.17 clean.docx; OCSPP Draft V-V Business Case.REVISED 5.25.17 track changes.docx; OCSPP Targeted Positions Template.revised on 5.25.17.xlsx

Importance: High



this is the updated submittal.

From: Graf, Kate
Sent: Thursday, May 25, 2017 9:36 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Cleland-Hamnett, Wendy <Cleland-Hamnett.Wendy@epa.gov>; Wise, Louise <Wise.Louise@epa.gov>; Morales, Oscar <Morales.Oscar@epa.gov>; Berkley, Bruce <Berkley.Bruce@epa.gov>
Subject: FW: OCSPP Business Case - REVISED
Importance: High




Debbi and Loretta,

We had a miscommunication internally and had to fix a couple of things this morning. I've included a revised excel sheet and a revised business case. I've also put on here a track changes version in case you have already begun to work on what I sent in last night.

Thanks,
Kate

From: Graf, Kate
Sent: Wednesday, May 24, 2017 5:40 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Wise, Louise <Wise.Louise@epa.gov>; Cleland-Hamnett, Wendy <Cleland-Hamnett.Wendy@epa.gov>; Morales, Oscar <Morales.Oscar@epa.gov>; Berkley, Bruce <Berkley.Bruce@epa.gov>
Subject: OCSPP Business Case

Hi Debbi and Loretta,

Attached is our 2 page business case, spreadsheet and org charts. On the spreadsheet we were not able to fill in the max number of offers column because they were not a one-for-one. For instance, the OCSPP IO has  non-supervisory  across  different series but will accept only one offer. The bottom line number of column P, however, is correct. I have put comments in column S so you can see exactly what we are thinking for everything. Please let me know if you have any questions.

Kate

Kate Graf
PMO
Office of Chemical Safety and Pollution Prevention
202/564-0193

Message

From: Taylor, Jeremy [Taylor.Jeremy@epa.gov]
Sent: 7/28/2017 2:46:49 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Atkinson, Ryan [Atkinson.Ryan@epa.gov]
Subject: OEI VV

Hi Loretta,

I just wanted to follow up from the call yesterday where you mentioned that OEI had contacted you about adjusting their VERA/VSIP package.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thank you,

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537

OARM-RTP

SERVE. SOLVE. COLLABORATE.



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To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Gutshall, Renee
Sent: Tue 5/2/2017 5:53:15 PM
Subject: Question

Hi Loretta,

Can you answer by email? I need to let our AA know the answer to this question...

Ex. 5 - Deliberative Process

Thanks,

Renee

Renee Gutshall
Deputy Director, Office of Business Operations and Services
Office of Environmental Information
U.S. Environmental Protection Agency
(202) 566-0987 desk / Ex. 6 - Personal Privacy cell
gutshall.renee@epa.gov

To: Parker, Gary[parker.gary@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Willig, Jeanine[willig.jeanine@epa.gov]; Kuhns, Jason[Kuhns.Jason@epa.gov]; McNeal, Detha[McNeal.Detha@epa.gov]; Schulman, Marvin[Schulman.Marvin@epa.gov]
From: Hart, Debbi
Sent: Thur 6/8/2017 4:31:04 PM
Subject: FW: Updated OGC VERA/VSIP Business Case
OGC Business Case - 2017 VERA-VSIP.final.6.8.17.docx

FYI.

From: Martinez, Gwendolyn
Sent: Thursday, June 08, 2017 11:51 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>; Logan, Shanita <logan.shanita@epa.gov>
Subject: Updated OGC VERA/VSIP Business Case
Importance: High

Hello Loretta.

Attached is the final OGC business case write-up with the completed budget chart. Sorry for the delay. There was a question about the leave payout costs for an SL that was not easily answered by ERD or the SSC. We got clarification and our budget data is accurate.

Please let me know if you have other questions.

Thank you.

Gwen

Gwen Martinez

RMO HR Team Lead

Office of General Counsel

U.S. Environmental Protection Agency

martinez.gwendolyn@epa.gov

202-564-1644 office

Ex. 6 - Personal Privacy mobile

From: Martinez, Gwendolyn

Sent: Wednesday, June 07, 2017 8:03 AM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>

Subject: Re: OGC VERA/VSIP Business Case -- Due to OARM/OHR Today, June 6, 2017

Thank you Loretta.

I will get back to you this morning.

On Jun 6, 2017, at 5:44 PM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Gwen,

The business case is fine. The budget information on pg. 2 of the business case needs to be completed. Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Martinez, Gwendolyn

Sent: Tuesday, June 06, 2017 5:35 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>;

Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>

Subject: OGC VERA/VSIP Business Case -- Due to OARM/OHR Today, June 6, 2017

Importance: High

Hello Loretta and Debbi.

Attached are the OGC Senior Management approved VERA/VSIP business case write-up and supporting documentation in support of OGC's targeted positions for retirement, restructuring and/or elimination.

Please let me know if you require additional information or clarification.

Thank you.

Gwen

Gwen Martinez

RMO HR Team Lead

Office of General Counsel

U.S. Environmental Protection Agency

martinez.gwendolyn@epa.gov

202-564-1644 office

Ex. 6 - Personal Privacy mobile

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Fowler, Joshua
Sent: Wed 6/7/2017 2:25:49 PM
Subject: RE: Question on V/V

Thank you for prompt response!

Josh Fowler

Human Resources Officer

EPA Region 8

1595 Wynkoop St. Denver, CO 80212

fowler.joshua@epa.gov

303-312-6348 (work)

Ex. 6 - Personal Privacy (cell)

From: Hunt, Loretta
Sent: Wednesday, June 7, 2017 8:25 AM
To: Fowler, Joshua <Fowler.Joshua@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: Re: Question on V/V

Joshua,

Yes, the freeze isn't retroactive. It applies to new actions from the date of Donna's notice.

Loretta L. Hunt, Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

(202) 564-6963

hunt.loretta@epa.gov

On Jun 7, 2017, at 10:10 AM, Fowler, Joshua <Fowler.Joshua@epa.gov> wrote:

Hi Loretta,

Thank you for sending this out. My assumption is that employees who are already on details/temporary promotions to impacted positions can complete these assignments and do not have to return to their positions of record. Is this correct?

Thanks,

Josh Fowler

Human Resources Officer

EPA Region 8

1595 Wynkoop St. Denver, CO 80212

fowler.joshua@epa.gov

303-312-6348 (work)

Ex. 6 - Personal Privacy (cell)

From: Hunt, Loretta

Sent: Wednesday, June 7, 2017 7:46 AM

To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>

Cc: Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: Fwd: Question on V/V

FYI

Loretta L. Hunt, Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

(202) 564-6963

hunt.loretta@epa.gov

Begin forwarded message:

From: "Vizian, Donna" <Vizian.Donna@epa.gov>

Date: June 7, 2017 at 9:32:45 AM EDT

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>, 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>, DRA <DRA@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>

Subject: Question on V/V

At the noon meeting yesterday, it was asked if details are part of the temporary freeze. Due to the expedited timeframe for implementation of the V/V, we are asking offices to limit details in and out of targeted positions to only those that are critical. Please note, temporary promotions must cease because they move employees out of the position of record. Hope this helps.

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/25/2017 4:42:29 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: SSC VERA/VSIP Templates Notification
Attachments: Draft Approved VERA-VSIP Announcement 10232014 CIN SSC.docx; Draft Approved VERA VISIP Application Submission Reminder Notice.docx

FYI—per our discussion yesterday, see attached notification letters. Three-week application period, selection criteria based on SCD then EOD years of EPA service, tie breaker based on who submits first. And no mention of up to a certain number allowed, just a total number (but maybe we can adjust that language).

Loretta and I think we need to call a meeting next week with LER and the SSCs to discuss selection criteria, schedule and other V/V-related items. More info to come. Debbi

From: Showman, John
Sent: Thursday, October 23, 2014 2:18 PM
To: Vizian, Donna; Gelb, Nanci; Kantrowitz, Susan; Freeman, Angela; Hart, Debbi; Jefferson, Gayle; Cooper, Marian
Subject: FW: SSC VERA/VSIP Templates Notification

FYI

From: Ciccarello, Nancy
Sent: Thursday, October 23, 2014 2:17 PM
To: Showman, John
Cc: Carter, Rick
Subject: FW: SSC VERA/VSIP Templates Notification

John,

FYI.

Nancy

From: Ciccarello, Nancy
Sent: Thursday, October 23, 2014 2:15 PM
To: Jablonski, Janice; Culver, Lora; Sanders, Amy
Cc: Watson, Pat; Mick, David
Subject: SSC VERA/VSIP Templates Notification

Dear PMOs/RHROs – Lora/Jan/Amy,

In the interest of time and pending receipt of some of the approved Workforce Plans from OPM/OMB, the SSC Directors wanted to share the following information to give you time to prepare the memorandum notifying employees of the VERA/VSIP opportunity and to develop your all hands email notification. Please note you must ensure you do not issue your notices unless you are notified by me or Pat Watson. The attached templates are updated for your use to notify employees of the VERA/VSIP opportunity in your organization. **The dates highlighted in yellow are subject to change.** Please ensure you use these modified templates, which contain key data changes that must be included.

For the templates listed below to be issued by “RA/AA – HROs/PMOs” in your organization, edit/insert the appropriate information in the sections highlighted in yellow. When issuing a VERA/VSIP notice for your organization, we ask that you include your contact(s) in our servicing HR SSC on the “cc” line of your notification, as follows: **CIN_HRSSC_Benefits_Central** and ciccarello.nancy@epa.gov and Watson.pat@epa.gov. This will help us communicate closely as we work together on this critical effort.

Special Circumstances:

- 1) If you have an employee in a position covered by VERA/VSIP who is on extended leave or leave without pay, you need to mail the signed memorandum to the employee via certified mail with return receipt requested.
- 2) If you have an employee in a position covered by VERA/VSIP that has received a proposal or decision letter of removal, you need to contact your servicing SSC and keep your SSC VERA/VSIP point(s) of contact informed of any changing status related to removals.

VERA/VSIP ANNOUNCEMENT & ON-LINE APPLICATION TEMPLATES	PURPOSE	ROLES & RESPONSIBILITIES
RA/AA – VERA/VSIP 2014-2015 VERA/VSIP Opportunities Announcement w/Instructions (Attachments A-D)	Notify Workforce of VERA/VSIP Window/On-Line App	RA/AA – HROs/PMOs
On-Line VERA/VSIP Application and Process	Employee Completes VSIP Application On-Line	Employees
VERA/VSIP Application Submission Reminder Notice	Employee Reminder to Apply for VERA/VSIP On-Line during Window	RA/AA – HROs/PMOs
SSC VERA/VSIP Employee Notification Official Offer	Notifies Employee Eligible to Separate with VERA/VSIP	Servicing SSC
SSC ERA/VSIP Employee Notification Official No-Offer	Notifies Employee Ineligible for VERA/VSIP Offer	Servicing SSC

The SSCs also requests your immediate assistance to access the VERA/VSIP application
<http://intranet.epa.gov/rtp/2015buyout/> to complete the following:

- 1) Review the drop down menu for occupational series and identify any that are missing based on your region or program’s proposed package.
- 2) Review the drop down menu for duty location and identify any that are missing based on your region or program’s proposed package. In some cases we only had the names of states, not cities. If you have more specific information on which cities are included in your proposed package, please provide us the name of the city. As an example, the drop down menu includes Alaska; however, we don’t know if it is all employees’ duty stationed in both Juneau and Anchorage or only one or the other.
- 3) Provide us with the group email box or the name(s) and email address(es) of the employees who should receive the notices when someone in your program or region applies for the VERA/VSIP.

The SSC is here to support and assist you throughout this process. If you have any questions regarding the templates and issuance to your workforce, please contact me directly, Pat Watson or the CIN_HRSSC_Benefits_Central.

Thank you.

Nancy C. Ciccarello
Acting SSC Director
HRSSC, USEPA, OARM
Cincinnati, Ohio 45268
Phone: 513-569-7036

To: Parker, Gary[parker.gary@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Willig, Jeanine[willig.jeanine@epa.gov]; Kuhns, Jason[Kuhns.Jason@epa.gov]; McNeal, Detha[McNeal.Detha@epa.gov]
From: Schulman, Marvin
Sent: Thur 6/8/2017 4:29:26 PM
Subject: FW: Revised ORD VERA/VSIP Submission
ORD VERA-VSIP Business Case - 5.24.17.docx
VERA VSIP Major Themes New.xlsx
Targeted Positions Template NEW.XLSX

All –

The total number of targeted positions in the 3rd document shows **Ex. 5 - Deliberative Process**
Ex. 5 - Deliberative Process the “appropriations” table that Detha and I are reviewing against.

Called Pat Vaughan, she indicated that **Ex. 5 - Deliberative Process** number.
Currently waiting to hear back from her.

Stay tuned

Marvin

From: Hart, Debbi
Sent: Thursday, June 08, 2017 11:18 AM
To: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: FW: Revised ORD VERA/VSIP Submission
Importance: High

From: Vaughan, Pat
Sent: Thursday, June 08, 2017 10:14 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Kavlock, Robert <Kavlock.Robert@epa.gov>; Robbins, Chris <Robbins.Chris@epa.gov>; Radzikowski, Mary Ellen

<Radzikowski.Maryellen@epa.gov>; Blackburn, Elizabeth <Blackburn.Elizabeth@epa.gov>;
Steenbock, John <Steenbock.John@epa.gov>; Gonzalez, Daniel <Gonzalez.Daniel@epa.gov>;
Kanet, Audrey <kanet.audrey@epa.gov>

Subject: Revised ORD VERA/VSIP Submission

Debbi,

ORD has updated its business case and associated charts with the following changes:

Ex. 5 - Deliberative Process

We could see an additional slight shift to our pool based on the requirement to be in a permanent position for 30 days prior to submission of the package to OPM, depending on when that date is. The pool could also shift again if the date for required departure changes. We backed it to early September and had some drop out of the pool as a result.

Please let me know if you have any questions or if you need us to discuss the changes in more depth with anyone else.

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

919-406-4424 (cell)

<https://intranet.ord.epa.gov/oars/home>

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Hill, Troy
Sent: Fri 7/28/2017 2:23:42 PM
Subject: Adjustment to Region 6's business case for VERA/VSIP

Proposed email –

Region 6 would like to amend our VERA/VSIP business case to **Ex. 5 - Deliberative Process**

Ex. 5 - Deliberative Process

This position would be restructured as part of VERA/VSIP to meet the future needs of the Region.

Troy Hill

Management Division

EPA Region 6

214-665-6647

Hill.Troy@epa.gov



Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/26/2017 1:35:10 PM
To: Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]
Subject: FW: OLEM VERA/VSIP SUBMISSION
Attachments: OLEM Targeted Positions Template - FINAL ALL1.xlsx; OLEM Current FY17 Org Chart .pptx; OLEM Projected PB FY18 Org Chart .pptx; OLEM 2017 VERA-VSIP Budget Summary Sheet.pdf; FINAL - OLEM VERA-VSIP Proposal 5-25-2017.docx

Importance: High

It came last night—I think #19 for full packages.

From: Smith, Susan
Sent: Thursday, May 25, 2017 7:44 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Breen, Barry <Breen.Barry@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: OLEM VERA/VSIP SUBMISSION
Importance: High

Dear Donna,

In response to your request of April 17, 2017, attached are the following materials to support OLEM's proposal for VERA/VSIP authority:

1. Excel Spreadsheet of Targeted positions and max. offers by OLEM office
2. Current FY17 OLEM Organizational Chart
3. Projected FY18 OLEM Organizational Chart
4. OLEM's VERA/VSIP Proposal
5. OLEM's VERA/VSIP Budget Summary

If you have questions or need additional information, please feel free to contact me at 202-564-6656 or the Acting Principal Deputy Assistant Administrator, Nigel Simon, at 202-564-6629.

Susan

Susan Smith, Director
Organizational Management and Integrity Staff
Office of Land and Emergency Management/U.S. EPA
1301 Constitution Ave., NW, Washington, DC 20460
4139 WJC West/MC: 5101T

202-564-6656 (office)
202-834-8239 (cell)
202-566-6324 (fax)

[Follow OLEM on Twitter @EPALand](#)

From: Hart, Debbi
Sent: Tuesday, May 23, 2017 4:45 PM
To: OHR PMOs <OHR_PMOs@epa.gov>; RHRO <RHRO@epa.gov>

Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Subject: FW: EPA Workforce Reshaping Information

Importance: High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. **Two-page summary of your business case** (following the detailed instructions in the VERA/VSIP Business Case Checklist attached- do your best to keep the business case brief)
2. **Completed Targeted Positions Template for your office** (Excel file attached; remember that if you are identifying safe positions they should be noted with an asterisk (*) in the targeted positions template; please see the attached FAQs for more details on safe positions)
3. **Current and proposed post VERA/VSIP organization chart for your office** (use PowerPoint; org charts should go down to the appropriate level to illustrate the organization's current and proposed organization)

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. V-V FAQs (defines "safe positions" and provides other helpful information)

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna

Sent: Monday, April 17, 2017 5:01 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission

should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

To: Parker, Gary[parker.gary@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Willig, Jeanine[willig.jeanine@epa.gov]; Kuhns, Jason[Kuhns.Jason@epa.gov]; McNeal, Detha[McNeal.Detha@epa.gov]; Schulman, Marvin[Schulman.Marvin@epa.gov]
From: Hart, Debbi
Sent: Thur 6/8/2017 4:21:54 PM
Subject: FW: Revised OW VERA/VSIP Request
Office of Water VERA and VSIP Justification with Budget Final v3 06-08-17.docx
OW V-V Attachment 1 Final v3 06-08-17.docx
OW Org Charts for V-V request 05-24-17 Attachment 2 Final.pptx
OW Targeted Positions Template Attachment 3 Final v3 06-08-17.xlsx
OW V-V Attachment 4 Final v2 06-08-17.docx

Just in.

From: Torrez, Alfredo
Sent: Thursday, June 08, 2017 12:20 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Best-Wong, Benita <Best-Wong.Benita@epa.gov>; OW Deputy Office Directors <OWDeputyOfficeDirectors@epa.gov>
Subject: Revised OW VERA/VSIP Request
Importance: High
Sensitivity: Confidential

Debbi,

Attached is OW's revised VERA/VSIP request.

Ex. 5 - Deliberative Process

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
U.S. Environmental Protection Agency
Room 3311C WJC East (4101M)

Phone: (202) 564-6621 Mobile: (202) 573-1956

Fax: (202) 564-0500

Email: torrez.alfredo@epa.gov

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Message

From: Corbett, Krysti [Corbett.Krysti@epa.gov]
Sent: 6/6/2017 4:41:15 PM
To: Cunningham, Bisa [cunningham.bisa@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Hampton, Torrey [hampton.torrey@epa.gov]
Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

We've got many recurring meetings on Thursday mornings – so either Tuesday or Thursday afternoon for Bob and I.

Thanks!

Krysti Corbett

Director
Labor and Employee Relations Division
Desk Phone: (202) 564-6295
Mobile: (202) 579-1681
corbett.krysti@epa.gov

From: Cunningham, Bisa
Sent: Tuesday, June 6, 2017 11:39 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>
Subject: RE: Need to Schedule Regular VERA/VSIP Meetings

I prefer Thursdays.

r/s

Bisa Cunningham
Director, Diversity, Recruitment, & Employee Services Division
Environmental Protection Agency
Office of Administration and Resources Management
Office of Human Resources, WJC North (Room 1402 Y/Z)
Office: 202-564-6635
Mobile: 202-875-2492
Email: Cunningham.Bisa@epa.gov

From: Hunt, Loretta
Sent: Tuesday, June 06, 2017 11:32 AM
To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>

Subject: Need to Schedule Regular VERA/VSIP Meetings

Importance: High

I would like to schedule regular V/V meetings for planning and updates on Tuesdays or Thursdays. Please let me know your preference. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hill, Troy [Hill.Troy@epa.gov]
Sent: 6/7/2017 2:00:45 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Question on V/V

Loretta,

For clarification - we are trying to make sure we are interpreting the emails from Donna correctly. If we are targeting a series and grade as part of V/V in a geographic location we cannot announce any actions with the same series and grade until after V/V. Is this correct?

Thanks

Troy

From: Hunt, Loretta
Sent: Wednesday, June 07, 2017 8:46 AM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Fwd: Question on V/V

FYI

Loretta L. Hunt, Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
(202) 564-6963
hunt.loretta@epa.gov

Begin forwarded message:

From: "Vizian, Donna" <Vizian.Donna@epa.gov>
Date: June 7, 2017 at 9:32:45 AM EDT
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>, 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>, DRA <DRA@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Subject: Question on V/V

At the noon meeting yesterday, it was asked if details are part of the temporary freeze. Due to the expedited timeframe for implementation of the V/V, we are asking offices to limit details in and out of targeted positions to only those that are critical. Please note, temporary promotions must cease because they move employees out of the position of record. Hope this helps.

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/25/2017 4:09:08 PM
To: Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: R9 FY17 VERA/VSIP Submittals
Attachments: R9 V-V Business Case 5-24-17.docx; R9 FY17 VERA-VSIP Reorg Charts.pdf; Region 9 Targeted Positions.xlsx

#15

From: Lane, Vicki
Sent: Wednesday, May 24, 2017 8:30 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Strauss, Alexis <Strauss.Alexis@epa.gov>; Jordan, Deborah <Jordan.Deborah@epa.gov>; McIlwain, Serena <McIlwain.Serena@epa.gov>
Subject: R9 FY17 VERA/VSIP Submittals

Hi Debbi,

Attached is Region 9's VV Business Case, reorganization charts, and the targeted positions spreadsheet. Please let me know if you have any questions or need any additional information.

Regards, Vicki J. Lane
Human Resources Officer, Region 9
U.S. Environmental Protection Agency
75 Hawthorne Street, Mail Code: EMD-2
San Francisco, CA 94105
Email: lane.vicki@epa.gov
Phone: 415-972-3827

To: Schulman, Marvin[Schulman.Marvin@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Thur 6/8/2017 3:19:09 PM
Subject: FW: 30 Day Rule Questions

From: Hart, Debbi
Sent: Thursday, June 08, 2017 11:17 AM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>
Subject: RE: 30 Day Rule Questions

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Let me know if you have other questions. Thanks. D

From: Vaughan, Pat
Sent: Thursday, June 08, 2017 10:33 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: 30 Day Rule Questions

Debbi,

We had a large number of employees in one of our Labs reassigned effective 5/28 as the result of a reorg that had been on hold during the freeze. I want to be clear of their status based on this “30 day” rule for how long a person has to be in their permanent position prior to a VERA/VSIP.

1. A few of these employees were NOT in the pool initially, but will be if a full 30 days goes by before submission of the agency package. They stay excluded and would only be included if that 30 days passes, correct? When it is announced that their series/grade is part of the targeted area, we'll have to explain to them that unfortunately they are not included.....ugh.
2. A few of these employees WERE in the pool initially and the reassignment moves them out of it. If 30 days hasn't passed before the package is submitted, does their earlier position that included them in the pool take precedent over their new position?

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

919-406-4424 (cell)

<https://intranet.ord.epa.gov/oars/home>

Appointment

From: Smith, Susan [Smith.Susan@epa.gov]
Sent: 5/10/2017 12:09:31 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Datcher, Dawn [Datcher.Dawn@epa.gov]
Subject: OLEM'S VERA/VSIP
Location: 4139K EPA West
Start: 5/11/2017 2:00:00 PM
End: 5/11/2017 2:45:00 PM
Show Time As: Tentative

Thanks for agreeing to meet with us. We have several questions regarding the Targeted position chart and our 2-page request.

Susan

Call-in Number: 866-299-3188
Code: 2025646656#

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/8/2017 3:18:10 PM
To: Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]
Subject: FW: Revised ORD VERA/VSIP Submission
Attachments: ORD VERA-VSIP Business Case - 5.24.17.docx; VERA VSIP Major Themes_New.xlsx; Targeted Positions Template_NEW.XLSX

Importance: High

From: Vaughan, Pat
Sent: Thursday, June 08, 2017 10:14 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Kavlock, Robert <Kavlock.Robert@epa.gov>; Robbins, Chris <Robbins.Chris@epa.gov>; Radzikowski, Mary Ellen <Radzikowski.Maryellen@epa.gov>; Blackburn, Elizabeth <Blackburn.Elizabeth@epa.gov>; Steenbock, John <Steenbock.John@epa.gov>; Gonzalez, Daniel <Gonzalez.Daniel@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>
Subject: Revised ORD VERA/VSIP Submission

Debbi,

ORD has updated its business case and associated charts with the following changes:

- removed the SES employees who were in the targeted groups and the reference to them in our business case
- adjusted the pool numbers slightly based on various changes since submission, however left the overall cap of 183 the same
- added a statement to our business case requesting the ability to adjust individual LCO max offer numbers if needed, as long as we do not exceed our overall cap.
- changed the number in our business case of who would be offered VERA to 68 (from 66) due to some of the pool shifts

We could see an additional slight shift to our pool based on the requirement to be in a permanent position for 30 days prior to submission of the package to OPM, depending on when that date is. The pool could also shift again if the date for required departure changes. We backed it to early September and had some drop out of the pool as a result.

Please let me know if you have any questions or if you need us to discuss the changes in more depth with anyone else.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912
919-406-4424 (cell)
<https://intranet.ord.epa.gov/oars/home>

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/25/2017 2:23:21 PM
To: Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Region 10 VERA VSIP Business Case
Attachments: R10 Targeted Positions.xlsx; ATT00001.htm; VV Tables.docx; ATT00002.htm; Region 10 Business Case for VERA VSIP 5_24_2017.docx; ATT00003.htm

#14

From: Lindsay, Nancy
Sent: Wednesday, May 24, 2017 9:06 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Pirzadeh, Michelle <Pirzadeh.Michelle@epa.gov>; Opalski, Dan <Opalski.Dan@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>; Harmon, Russell <Harmon.Russell@epa.gov>
Subject: Region 10 VERA VSIP Business Case

Debi,

Attached please find Region 10's business case for the agency's VERA/VSIP. We appreciate the opportunity to participate. If you need any additional information, please contact Region 10's Acting HCO, Tony Barber, at (503) 326-6890.

Thank you,

Nancy Lindsay
R10 ARA

To: Schulman, Marvin[Schulman.Marvin@epa.gov]
Cc: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Thur 6/8/2017 3:06:07 PM
Subject: RE: DRAFT Reply to Jeremy Taylor

Ex. 5 - Deliberative Process

Looks good—thanks.

From: Schulman, Marvin
Sent: Thursday, June 08, 2017 10:57 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: DRAFT Reply to Jeremy Taylor

Debbi –

This is the response I'm planning on sending Jeremy (pending your approval) While I don't want to encourage any more of these, I can't imagine we would make a program office undo this)

Thoughts?

Thanks

Marvin

Jeremy –

OPM's VERA guidance requires that VERA eligible employees serve in a position for a minimum time specified by OPM (usually 30 days prior to the date of the agency request).

Ex. 5 - Deliberative Process

From: Taylor, Jeremy

Sent: Thursday, June 08, 2017 9:32 AM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Lizabeth

<Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>;

McNeal, Detha <McNeal.Detha@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>

Subject: RE: Freeze of Targeted V/V Positions

Hi Loretta,

Ex. 5 - Deliberative Process

Thank you,

Jeremy A. Taylor

OARM-RTP-HRMD

Director

919-541-0537



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Hunt, Loretta

Sent: Tuesday, June 06, 2017 6:52 PM

To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>

Subject: FW: Freeze of Targeted V/V Positions

FYI

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Vizian, Donna

Sent: Tuesday, June 06, 2017 4:44 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>

Cc: Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>;

Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: RE: Freeze of Targeted V/V Positions

Perfect - thanks

From: Hunt, Loretta

Sent: Tuesday, June 06, 2017 4:32 PM

To: Helm, Arron <Helm.Arron@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Cc: Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>;

Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: RE: Freeze of Targeted V/V Positions

What about this:

Ex. 5 - Deliberative Process

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Helm, Arron

Sent: Tuesday, June 06, 2017 3:39 PM

To: Vizian, Donna <Vizian.Donna@epa.gov>

Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: Re: Freeze of Targeted V/V Positions

Ex. 5 - Deliberative Process

Sent from my iPhone

On Jun 6, 2017, at 3:37 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Ex. 5 - Deliberative Process

From: Hunt, Loretta

Sent: Tuesday, June 06, 2017 3:28 PM

To: Showman, John <Showman.John@epa.gov>; Vizian, Donna

<Vizian.Donna@epa.gov>

Cc: Helm, Arron <Helm.Arron@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: RE: Freeze of Targeted V/V Positions

Donna/John,

Ex. 5 - Deliberative Process

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Vizian, Donna

Sent: Tuesday, June 06, 2017 2:37 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Showman, John <Showman.John@epa.gov>

Cc: Helm, Arron <Helm.Arron@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: RE: Freeze of Targeted V/V Positions

Ex. 5 - Deliberative Process

From: Hunt, Loretta
Sent: Tuesday, June 06, 2017 1:02 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>
Cc: Helm, Arron <Helm.Arron@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: FW: Freeze of Targeted V/V Positions

Donna,

We're getting follow-up questions to your initial message as orgs want to know if this includes details, temp. promotions, etc.

Ex. 5 - Deliberative Process

Do you want to send out a follow-up message or should Debbi or I send out a message to the HR Community? Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Vizian, Donna

Sent: Tuesday, June 06, 2017 8:39 AM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>; ARA <ARA@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: Freeze of Targeted V/V Positions

OPM's VERA guidance requires that VERA eligible employees serve in a position for a minimum time specified by OPM (usually 30 days prior to the date of the agency request).

Given the current schedule for submitting our V/V business case later this month, please be aware that movement in and out of all targeted positions through reassignments, reorganizations, etc. must cease effective immediately. The prohibition on movement in and out of targeted positions extends to VSIP targeted positions too.

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/25/2017 2:22:47 PM
To: Barber, Anthony [Barber.Anthony@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Region 10 VERA VSIP Business Case

Tony- Can you please forward us R10's current org chart? Thanks! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Lindsay, Nancy
Sent: Wednesday, May 24, 2017 9:06 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Pirzadeh, Michelle <Pirzadeh.Michelle@epa.gov>; Opalski, Dan <Opalski.Dan@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>; Harmon, Russell <Harmon.Russell@epa.gov>
Subject: Region 10 VERA VSIP Business Case

Debi,

Attached please find Region 10's business case for the agency's VERA/VSIP. We appreciate the opportunity to participate. If you need any additional information, please contact Region 10's Acting HCO, Tony Barber, at (503) 326-6890.

Thank you,

Nancy Lindsay
R10 ARA

Message

From: Schulman, Marvin [Schulman.Marvin@epa.gov]
Sent: 6/6/2017 3:54:58 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: Summary table of Buyouts & Savings for our Roll-Up Submission

Importance: High

Loretta –

Was thinking about “next steps” and Debbi mentioned that you and I were apparently on the same page. I was thinking that we might want to summarize our V/V proposal with some sort of table that showed by component, how many positions we were looking to separate and what the projected savings were, and so made up the following...

Is this useful to you?

Marvin

Program Office or Region	Maximum # of Positions to Buyout	Projected Savings (F + J from budget table)
Office of the Administrator		
Office of Air & Radiation		
Office of Administration & Resources Management		
Office of Chemical Safety & Pollution Prevention		
Office of the Chief Financial Officer		
Office of Enforcement & Compliance Assistance		
Office of Environmental Information		
Office of the General Counsel		
Office of International Activities		
Office of Land & Emergency Management		
Office of Research & Development		
Office of Water		
SUBTOTAL FOR HEADQUARTERS OFFICES		

Boston (Region 1)		
New York (Region 2)		
Philadelphia (Region 3)		
Atlanta (Region 4)		
Chicago (Region 5)		
Dallas (Region 6)		
Kansas City (Region 7)		
Denver (Region 8)		
San Francisco (Region 9)		
Seattle (Region 10)		
SUBTOTAL FOR REGIONAL OFFICES		

GRAND TOTAL AGENCYWIDE*		
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* Does not include the Office of the Inspector General which may or may not choose to submit a VERA/VSIP plan for consideration

Marvin
(202) 564-7778

Message

From: Kirkland, William [Kirkland.William@epa.gov]
Sent: 5/10/2017 11:04:17 AM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: V-V Page

Good Morning Loretta,

Do you want us to add the 1-4 links to the V-V page?

William (Bill) Kirkland
Kirkland.William@epa.gov
Information Technology Division, Office of Human Resources
OARM/OHR/ITD
Phone: (202) 564-7533
Room: 1220B WJC East

From: Hunt, Loretta
Sent: Tuesday, May 09, 2017 6:16 PM
To: Kirkland, William <Kirkland.William@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: V-V Page

Bill,

The links on the V-V page aren't working.

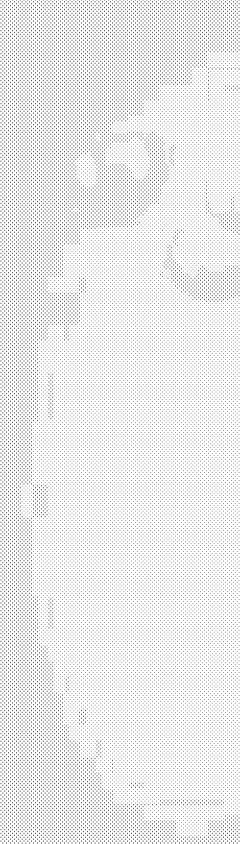
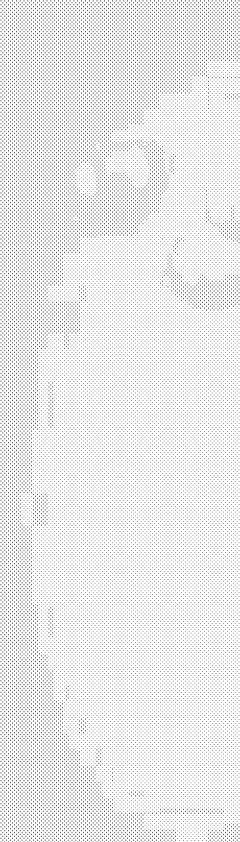
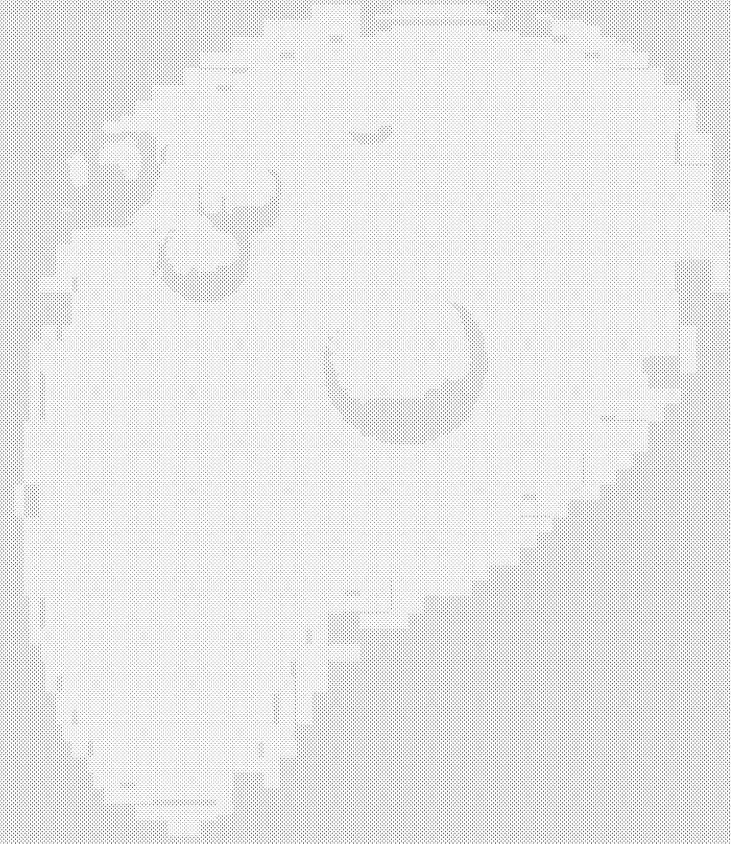
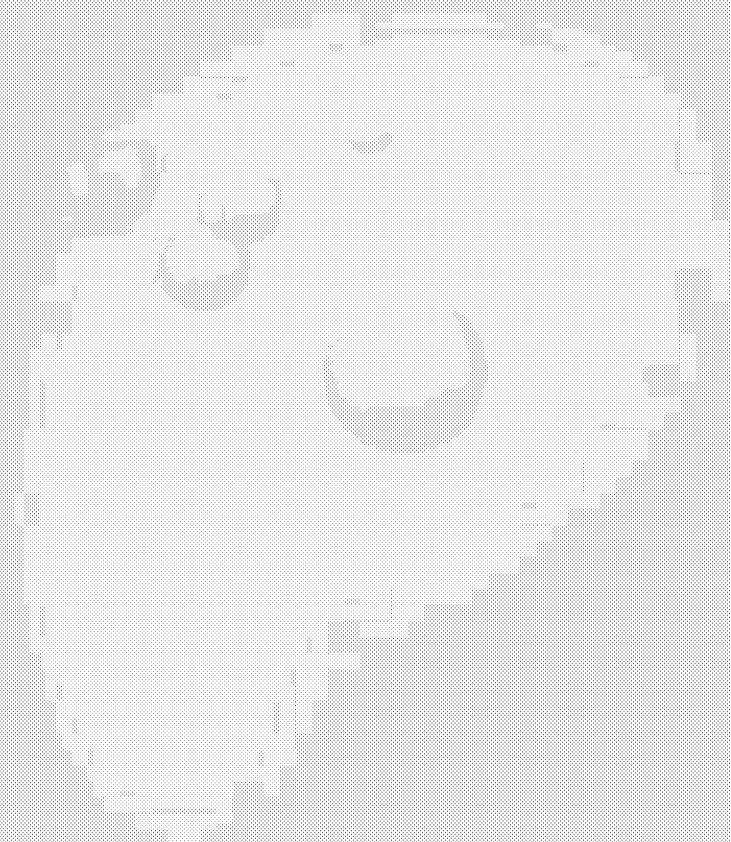
The VERA Guide and VSIP Guide are attached.

Also, can you please add the following links to OPM pages:

1. [OPM VERA](#)
2. [OPM VSIP](#)
3. [OPM Reshaping](#)
4. [OPM Reassignment](#)

Thanks!

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov



To: Hunt, Loretta[Hunt.Loretta@epa.gov]
Cc: Shanahan, Katherine[Shanahan.Katherine@epa.gov]
From: Hunter, Johanna
Sent: Tue 6/6/2017 3:49:33 PM
Subject: FW: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart
R1 V-V Business Case 6-5-17.docx

I believe Kathie meant to send this to you Loretta.

Regards,

Johanna

Johanna M. Hunter, Acting Director

Office of Environmental Measurement and Evaluation
USEPA Region I - New England Regional Laboratory
11 Technology Drive (Mail Code: EAA)
North Chelmsford, MA 01863-2431
W: 617-918-8601
C: 857-284-1212

From: Shanahan, Katherine
Sent: Tuesday, June 06, 2017 11:27 AM
To: McNeal, Detha <McNeal.Detha@epa.gov>
Cc: Hunter, Johanna <Hunter.Johanna@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: FW: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

Hi Detha

We have made the 2 corrections. Thanks so much for catching them.

Kathie

From: McNeal, Detha
Sent: Friday, June 02, 2017 3:25 PM
To: Shanahan, Katherine <Shanahan.Katherine@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: RE: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

Good afternoon Katherine,

I've reviewed the proposal for Region 1 and have the following questions/concerns:

1. I believe line F of the budget proposal **Ex. 5 - Deliberative Process**

2

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Can you confirm that the exclusion will be for both lines and note it on the proposal?

Detha McNeal

Human Resources Specialist

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

(202) 564-6707

From: Shanahan, Katherine

Sent: Wednesday, May 24, 2017 4:22 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

Good Afternoon Loretta and Debbi

Attached please find the VERA/VSIP proposal from Region 1. Please let us know if you have any questions.

Kathie

Katherine Shanahan

Human Resource Manager

EPA New England Region 1

617-918-1619

To: Coogan, Daniel[Coogan.Daniel@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Hitchens, Lynnann
Sent: Thur 7/27/2017 7:07:31 PM
Subject: RE: lynnannhitchens@gmail.com has shared something with you

OK **Ex. 5 - Deliberative Process**

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

Ex. 6 - Personal Privacy

From: Coogan, Daniel
Sent: Thursday, July 27, 2017 2:01 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: lynnannhitchens@gmail.com has shared something with you

In the past we funded the V/V RITS payments centrally out of OARM to limit the administrative burden on the programs and regions. Below were our costs from the last rounds of V/V (ignore OPM's unique spelling of Environmental).

Ex. 5 - Deliberative Process

Dan

Director, Resources, Analysis and Planning Division

Office of Resources, Operations and Management, OARM

o: 202-564-1862

Ex. 6 - Personal Privacy

~~SEE - PHS - OARM Budget - RAPD~~

From: Hitchens, Lynnnann

Sent: Thursday, July 27, 2017 1:54 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>

Cc: Coogan, Daniel <Coogan.Daniel@epa.gov>

Subject: FW: lynnannhitchens@gmail.com has shared something with you

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: 202-617-0738

From: lynnannhitchens@gmail.com [mailto:lynnannhitchens@gmail.com] **On Behalf Of** email@addthis.com

Sent: Tuesday, July 25, 2017 9:39 PM

To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>

Subject: lynnannhitchens@gmail.com has shared something with you

<http://www.fedweek.com/federal-managers-daily-report/opm-sends-reminder-added-costs-buyouts-early-outs/#.WXfyxsNVB7c.email>

OPM Sends Reminder on Added Costs of Buyouts, Early Outs

lynnannhitchens@gmail.com

To stop receiving any emails from AddThis, please visit: <http://www.addthis.com/privacy/email-opt-out>.

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
Cc: Parker, Gary[parker.gary@epa.gov]; Kuhns, Jason[Kuhns.Jason@epa.gov]
From: Cooper, Marian
Sent: Thur 7/27/2017 3:30:44 PM
Subject: RE: V/V question

Never mind. I will just leave it out of the report. I had that number written down and now I cannot find it.

Marian Pechmann Cooper

Chief of Staff

Office of Administration and Resources Management

William Jefferson Clinton Federal Building-NORTH (3330)

Washington, DC 20460

office number -- 202 564-0620

office fax -- 202 564-0233



From: Hunt, Loretta
Sent: Thursday, July 27, 2017 11:29 AM
To: Cooper, Marian <Cooper.Marian@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: RE: V/V question

Marian,

How quickly do you need the information? We will need to reach out to each AA-ship and Region. We did not track how many notifications went out, that was delegated to each office.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Cooper, Marian

Sent: Thursday, July 27, 2017 11:19 AM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>

Cc: Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>

Subject: RE: V/V question

How many received an eligibility letter that they were in the pool? Not all of those.

Thanks

Marian Pechmann Cooper

Chief of Staff

Office of Administration and Resources Management

William Jefferson Clinton Federal Building-NORTH (3330)

Washington, DC 20460

office number -- 202 564-0620

office fax -- 202 564-0233



From: Hunt, Loretta
Sent: Thursday, July 27, 2017 11:17 AM
To: Cooper, Marian <Cooper.Marian@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: FW: V/V question

Marian, per your request.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Parker, Gary
Sent: Thursday, July 27, 2017 11:10 AM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: RE: V/V question

Of EPA's permanent workforce

Ex. 5 - Deliberative Process

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) 202-253-7099

From: Hunt, Loretta
Sent: Thursday, July 27, 2017 11:08 AM
To: Parker, Gary <parker.gary@epa.gov>
Cc: Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: FW: V/V question

Gary/Jason,

Can you answer Marian's question?

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Cooper, Marian
Sent: Thursday, July 27, 2017 10:56 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: V/V question

How many eligible employees were there in the pool agency-wide? Thanks

Marian Pechmann Cooper

Chief of Staff

Office of Administration and Resources Management

William Jefferson Clinton Federal Building-NORTH (3330)

Washington, DC 20460

office number -- 202 564-0620

office fax -- 202 564-0233



To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Tue 6/6/2017 3:47:44 PM
Subject: FW: Freeze of Targeted V/V Positions

OK- this is too many questions—need to nip it. Can you call Arron?

FYI—Marvin is saying:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Fowler, Joshua
Sent: Tuesday, June 06, 2017 11:26 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: Freeze of Targeted V/V Positions

Hi Loretta,

~~Our interpretation of this in the Region is that Donna has not a freeze on all~~

Ex. 5 - Deliberative Process

Josh Fowler

Human Resources Officer

EPA Region 8

1595 Wynkoop St. Denver, CO 80212

fowler.joshua@epa.gov

303-312-6348 (work)

720-287-9266 (cell)

From: Thomas, Deb

Sent: Tuesday, June 6, 2017 8:41 AM

To: Bohan, Suzanne <bohan.suzanne@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Kortuem, Patrice <Kortuem.Patrice@epa.gov>; Buhl, Rick <Buhl.Rick@epa.gov>; Vuong, Stephanie <Vuong.Stephanie@epa.gov>; Bielenberg, Ben <Bielenberg.Ben@epa.gov>

Subject: FW: Freeze of Targeted V/V Positions

FYI

From: Vizian, Donna

Sent: Tuesday, June 06, 2017 8:39 AM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>; ARA <ARA@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: Freeze of Targeted V/V Positions

OPM's VERA guidance requires that VERA eligible employees serve in a position for a minimum time specified by OPM (usually 30 days prior to the date of the agency request).

Given the current schedule for submitting our V/V business case later this month, please be aware that movement in and out of all targeted positions through reassignments, reorganizations, etc. must cease effective immediately. The prohibition on movement in and out of targeted positions extends to VSIP targeted positions too.

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/25/2017 2:14:03 PM
To: Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)
Attachments: VERA VISA ORG CHARTS - 05-2017.pptx; AO VERA VISA Business Case.docx; AO Approved Targeted Positions Template-Final.xlsx

Ex. 5 - Deliberative Process

From: Allen, Reginald
Sent: Wednesday, May 24, 2017 5:59 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Reeder, John <Reeder.John@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>
Subject: RE: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

Debbi

Please find attached AO's VERA/VSIP submission.

Best
Reggie

*Reginald E. Allen, SES
Assistant Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell 202-306-2879*

From: Hart, Debbi
Sent: Tuesday, May 23, 2017 4:45 PM
To: OHR PMOs <OHR_PMOs@epa.gov>; RHRO <RHRO@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: EPA Workforce Reshaping Information
Importance: High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. **Two-page summary of your business case** (following the detailed instructions in the VERA/VSIP Business Case Checklist attached- do your best to keep the business case brief)

2. **Completed Targeted Positions Template for your office** (Excel file attached; remember that if you are identifying safe positions they should be noted with an asterisk (*) in the targeted positions template; please see the attached FAQs for more details on safe positions)
3. **Current and proposed post VERA/VSIP organization chart for your office** (use PowerPoint; org charts should go down to the appropriate level to illustrate the organization's current and proposed organization)

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. V-V FAQs (defines "safe positions" and provides other helpful information)

Debbi Hart
 Director
 Policy, Planning & Training Division
 OHR, OARM
 USEPA
 202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Monday, April 17, 2017 5:01 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Workforce Reshaping Information
Importance: High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

From: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]
Sent: 6/22/2017 6:01:16 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Bonner, Jerome [Bonner.Jerome@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Cunningham, Bisa [cunningham.bisa@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Mairose, Sue [Mairose.Sue@epa.gov]; Davis, Cathy [Davis.Cathy@epa.gov]; Jimenez, Elaine [Jimenez.Elaine@epa.gov]; Brown, Rohn [brown.rohn@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: Re: VERA/VSIP Planning and Updates

Thank you. See you there!

Regards,
Liz

Sent from my iPhone

On Jun 22, 2017, at 1:59 PM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

SSC attendees who are at HQs today can attend the meeting in room 1422 WJC East. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/8/2017 2:41:12 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: FW: Agency Approach to Early Outs and Buyouts – Phase 2

From: Hart, Debbi
Sent: Thursday, June 08, 2017 10:40 AM
To: Cooper, Marian <Cooper.Marian@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: Agency Approach to Early Outs and Buyouts – Phase 2

I'm looking for some help as I'm trying to pull together the business case and field questions in Loretta's absence. ☺ The good news-- as you can tell from what John forwarded—is that there are a lot of past communications to draw from. I'll try to mine my communications material ASAP and bump to you—I know there are TPs.

In terms of deadlines, per Donna's message below we are planning to send an informal submission to OPM later next week. Need to hear from Donna about whether the draft submission needs to be reviewed by senior leadership before, concurrent with or after OPM/OMB review to pinpoint an exact date. The TPs are scheduled to follow the next week on or before 6/21. Hope that helps and thanks in advance for your help! Debbi

We need to put together something to go out that coincides with sending the plan to OPM/OMB. also need talking points for managers to use when letting a staff person know they are in the pool.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Cooper, Marian
Sent: Thursday, June 08, 2017 10:00 AM
To: Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Agency Approach to Early Outs and Buyouts – Phase 2

Debbi – are you taking the lead on re-working these or do you want me to?

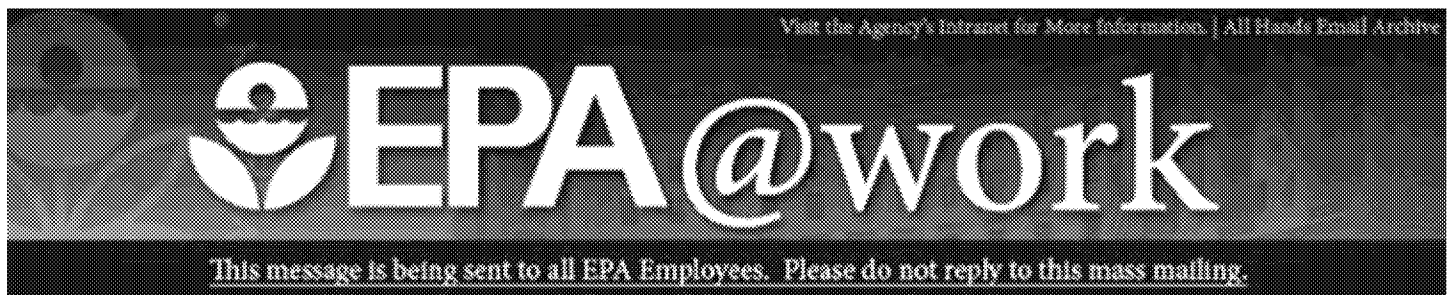
When are these due?

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233



From: Showman, John
Sent: Thursday, June 08, 2017 8:14 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: Agency Approach to Early Outs and Buyouts – Phase 2
Importance: High

From: Mass Mailer [mailto:Mass_Mailer@epa.gov]
Sent: Thursday, October 02, 2014 11:33 AM
To: All EPA Employees <All_EPA_Employees@epamail.epa.gov>
Subject: Agency Approach to Early Outs and Buyouts – Phase 2
Importance: High



MEMORANDUM

SUBJECT: Agency Approach to Early Outs and Buyouts – Phase 2

FROM: Lisa Feldt, Acting Deputy Administrator

TO: All EPA Employees

Over the last couple of years, resource constraints have forced us to operate under a series of temporary, agency-wide hiring policies—such as hiring only one person for every two or three who left. These constraints have challenged our ability to attract new talent, build diversity in our staff, and provide all the needed tools to do the job of protecting human health and the environment.

We can and must make long-term changes to support you and the vital work you do for the American people.

Earlier this year, the agency decided to offer employees voluntary **early outs** and **buyouts** (VERA/VSIP) to manage the challenges of evolving approaches to work, continuing resource constraints, and the unpredictability of attrition.

We are committed to realigning our workforce to meet changing mission requirements, to modify and update our business processes, and to increase support for employees to get their jobs done through training, recognition, technology, and similar areas.

When we offered Phase 1 VERA/VSIPs, some offices were not ready to begin the process of realigning their workforce. But after careful review of their workforce and mission, nine offices have decided to participate in a Phase 2 VERA/VSIP process.

Participating offices are Region 2, Region 5, OARM, OCSPP, ORD, OW, OSWER, OAR and OITA. We are currently awaiting approval from the Office of Personnel Management and the Office of Management and Budget to offer about 200 VERA/VSIPs, and contingent upon their approval, employee notices will be prepared and VERA/VSIP applicants would be expected to depart the agency no later than January 9, 2015.

To give employees enough time to attend retirement/benefits counseling and prepare themselves to depart the agency, information was sent to all employees in the participating AAs and regional offices informing them of the process and the list of positions being considered.

As in all VERA/VSIP processes, participation on the part of the employee is completely voluntary.

At EPA, we are extremely fortunate to have such a talented, devoted and professional staff that works tirelessly to protect public health and the environment. By offering Phase 2 VERA/VSIPs, we are taking one more step to ensure that we have the flexibility and skills to design and build the EPA workforce for the future. Thank you for your continued service to the EPA and the nation.

For more information on EPA's Early Out/Buyout activities, please visit: <http://go.epa.gov/vn9e>

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Parker, Gary
Sent: Tue 5/2/2017 2:58:54 PM
Subject: RE: Questions from the Regions on V-V

Loretta,

To unlock the file, you can instruct users to do the following:

Personal Phone / Ex. 6

Your sheet is now unlocked.

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M)

Personal Phone / Ex. 6

From: Hunt, Loretta
Sent: Tuesday, May 02, 2017 10:56 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: RE: Questions from the Regions on V-V

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Vizian, Donna
Sent: Tuesday, May 02, 2017 10:54 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: RE: Questions from the Regions on V-V

Hi Loretta,

The submission will be consolidated by us (OARM) and shared with the acting AAs/RAs. We will look for themes we can use agency-wide. That is not to say that office specific approaches can't happen. I am OK with unlocking the chart.

PS – I will be looking for OHR help in reviewing what is sent in.

From: Hunt, Loretta
Sent: Tuesday, May 02, 2017 10:42 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: Questions from the Regions on V-V

Importance: High

Donna,

I spoke with Andrea Westenberger this morning because the regions had a couple of questions:

1. For the V-V themes due at the end of this week, who in senior management will be reviewing and making decisions on the submissions? The regions want to understand the process.
2. Regions would like to unlock the chart to allow for more specificity. For example, if the region wants to target one sub-office but not another. Right now they can't get down to the division/branch level. I don't have a problem with this but wanted your permission before I instruct WPB to take action.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Cooper, Marian [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D20563BE38474270BA881D9343C40294-MCOOPE02]
Sent: 7/27/2017 3:19:06 PM
To: Hunt, Loretta [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=1e5b5b67e200442f8ecacfc0ea2b2771-Lhunt]
CC: Parker, Gary [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a0226ee6f55c46489eb88250306b6a25-Parker, Gar]; Kuhns, Jason [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=20a25a71237f4be3aeeecae716151f37-Kuhns, Jason]
Subject: RE: V/V question

How many received an eligibility letter that they were in the pool? Not all of those.

Thanks

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233



From: Hunt, Loretta
Sent: Thursday, July 27, 2017 11:17 AM
To: Cooper, Marian <Cooper.Marian@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: FW: V/V question

Marian, per your request.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Parker, Gary
Sent: Thursday, July 27, 2017 11:10 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: RE: V/V question

Of EPA's permanent workforce, 3,135 are VSIP eligible and 3,654 are VERA eligible.

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) Personal Phone / Ex. 6

From: Hunt, Loretta
Sent: Thursday, July 27, 2017 11:08 AM
To: Parker, Gary <parker.gary@epa.gov>
Cc: Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: FW: V/V question

Gary/Jason,

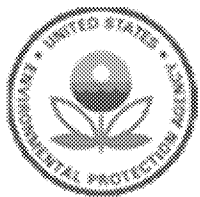
Can you answer Marian's question?

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Cooper, Marian
Sent: Thursday, July 27, 2017 10:56 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: V/V question

How many eligible employees were there in the pool agency-wide? Thanks

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233



Message

From: McNeal, Detha [McNeal.Detha@epa.gov]
Sent: 6/5/2017 2:25:15 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Review of V/V Business Cases

Ok, I'm working on them now.

From: Hunt, Loretta
Sent: Monday, June 05, 2017 10:24 AM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Review of V/V Business Cases
Importance: High

Marvin/Detha,

Reviewing the cases and entering the status on the tracker is your priority for today. Donna is asking for the status of reviews. Thanks.

Ex. 6 - Personal Privacy

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Terris, Carol [Terris.Carol@epa.gov]
Sent: 7/27/2017 7:47:40 PM
To: Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]
CC: Dean, StevenB [Dean.StevenB@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: RE: VERA VSIP updated list

Thank you!

From: Taylor, Jeremy
Sent: Thursday, July 27, 2017 3:11 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>
Cc: Dean, StevenB <Dean.StevenB@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Subject: RE: VERA VSIP updated list

Here is the master report for all SSCs. This includes all that applied without the determinations if they are eligible, etc. We could provide where we are on those determinations for RTP but obviously we have not reviewed every application at this point.

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537



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From: Hunt, Loretta
Sent: Thursday, July 27, 2017 1:19 PM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>
Cc: Dean, StevenB <Dean.StevenB@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Subject: FW: VERA VSIP updated list
Importance: High

SSC Directors,

Carol Terris, OCFO, needs a list of all V/V applicants. Please see her message below. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Terris, Carol
Sent: Thursday, July 27, 2017 1:15 PM
To: Dean, StevenB <Dean.StevenB@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: VERA VSIP updated list

Hi Loretta and Steve-

I got an 'out of office' from Debbi. Can you assist?

Thank you!

From: Terris, Carol
Sent: Thursday, July 27, 2017 11:54 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: VERA VSIP updated list

Hi again Debbi,

Checking in on the final list of VERA VSIP applicants – if your folks can send it to me, we will split out/password protect so budget can finish the funding needs calculations

Many thanks!

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Wed 4/26/2017 6:22:10 PM
Subject: FW: Region 9's Draft Early Out, Buyout Survey

From: Hart, Debbi
Sent: Wednesday, April 26, 2017 1:54 PM
To: Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: Region 9's Draft Early Out, Buyout Survey

Donna asked me to research this a few weeks ago and R9 is just now providing the survey.

Ex. 5: Deliberative Process

Ex. 5 - Deliberative Process

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Showman, John
Sent: Wednesday, April 26, 2017 1:33 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: Region 9's Draft Early Out, Buyout Survey

Ex. 5 - Deliberative Process

From: Lane, Vicki

Sent: Wednesday, April 26, 2017 1:11 PM

To: Showman, John <Showman.John@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Cc: McIlwain, Serena <McIlwain.Serena@epa.gov>; Angelich, Michelle <Angelich.Michelle@epa.gov>

Subject: Region 9's Draft Early Out, Buyout Survey

Hi John and Debbi,

Ex. 5 - Deliberative Process

Regards, Vicki J. Lane

Human Resources Officer, Region 9

U.S. Environmental Protection Agency

75 Hawthorne Street, Mail Code: EMD-2

San Francisco, CA 94105

Email: lane.vicki@epa.gov

Phone: 415-972-3827

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/24/2017 7:16:33 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]
Subject: FW: R7's VV submittal
Attachments: R7-VV-BusinessCase-Final.docx; R7 Targeted Positions.xlsx; R7OrgChart-May2017-Current.pptx

Second!

From: Brincks, Mike
Sent: Wednesday, May 24, 2017 1:43 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Krehbiel, Ben <Krehbiel.Ben@epa.gov>; Chu, Ed <Chu.Ed@epa.gov>; Flourney, Karen <Flourney.Karen@epa.gov>
Subject: R7's VV submittal

Hi Debbi,

R7's VV package attached.

If you have any questions on the specifics, please contact my Deputy, Ben Krehbiel (913-551-7106) or me.

Thanks,

Mike



Mike Brincks

Assistant Regional Administrator
Office of Policy & Management
US Environmental Protection Agency, Region 7
11201 Renner Boulevard
Lenexa, KS 66219
Office: 913-551-7799
brincks.mike@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 5/25/2017 2:01:44 PM
To: Parker, Gary [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a0226ee6f55c46489eb88250306b6a25-Parker, Gar]; Kuhns, Jason [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=20a25a71237f4be3aeecae716151f37-Kuhns, Jason]; Willig, Jeanine [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c74f260ba4ae4c21b19cd941dd18e7ca-Willig, Jea]; Hunt, Loretta [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=1e5b5b67e200442f8ecacfc0ea2b2771-Lhunt]
Subject: FW: OCSPP Business Case
Attachments: OCSPP Org Chart 5-24.17.pptx; OPP Org Chart 5-23-2017.pptx; Proposed OPP Org Chart 5-23-2017.pptx; OCSPP Targeted Positions Template.xlsx; OCSPP Draft V-V Business Case 5.24.17.docx

Please take a look. FYI- OCSPP is sending an update to this but I wanted you to see Kate's issue and how she addressed it. Will that work for our roll up purposes? Please stay tuned for their updated submittal.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Graf, Kate
Sent: Wednesday, May 24, 2017 5:40 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Wise, Louise <Wise.Louise@epa.gov>; Cleland-Hamnett, Wendy <Cleland-Hamnett.Wendy@epa.gov>; Morales, Oscar <Morales.Oscar@epa.gov>; Berkley, Bruce <Berkley.Bruce@epa.gov>
Subject: OCSPP Business Case

Hi Debbi and Loretta,

Attached is our 2 page business case, spreadsheet and org charts.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please let me know if you have

any questions.

Kate

Kate Graf
PMO
Office of Chemical Safety and Pollution Prevention
202/564-0193

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/8/2017 1:17:22 PM
To: Parker, Gary [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a0226ee6f55c46489eb88250306b6a25-Parker, Gar]; Kuhns, Jason [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=20a25a71237f4be3aeeecae716151f37-Kuhns, Jason]; Hunt, Loretta [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=1e5b5b67e200442f8ecacfc0ea2b2771-Lhunt]; Willig, Jeanine [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c74f260ba4ae4c21b19cd941dd18e7ca-Willig, Jea]; McNeal, Detha [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4d0dc863ab214bd09b9126ef35d16f07-McNeal, Det]; Schulman, Marvin [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=aa18a576d784460682180ebd5703e2e9-MSchul02]
Subject: FW: OGC VERA/VSIP Business Case -- Due to OARM/OHR Today, June 6, 2017

FYI—just spoke with Gwen and updated package coming over shortly.

From: Martinez, Gwendolyn
Sent: Thursday, June 08, 2017 7:11 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: OGC VERA/VSIP Business Case -- Due to OARM/OHR Today, June 6, 2017

Good morning Loretta.

Sorry for the delay. Ex. 5 - Deliberative Process I should have everything back to you this morning.

Thank you.

Gwen

On Jun 7, 2017, at 8:03 AM, Martinez, Gwendolyn <Martinez.Gwendolyn@epa.gov> wrote:

Thank you Loretta.

I will get back to you this morning.

On Jun 6, 2017, at 5:44 PM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Gwen,

The business case is fine. The budget information on pg. 2 of the business case needs to be completed. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources

U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Martinez, Gwendolyn
Sent: Tuesday, June 06, 2017 5:35 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>;
Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>
Subject: OGC VERA/VSIP Business Case -- Due to OARM/OHR Today, June 6, 2017
Importance: High

Hello Loretta and Debbi.

Attached are the OGC Senior Management approved VERA/VSIP business case write-up and supporting documentation in support of OGC's targeted positions for retirement, restructuring and/or elimination.

Please let me know if you require additional information or clarification.

Thank you.

Gwen
Gwen Martinez
RMO HR Team Lead
Office of General Counsel
U.S. Environmental Protection Agency
martinez.gwendolyn@epa.gov
202-564-1644 office

Ex. 6 - Personal Privacy

 mobile

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 5/24/2017 7:15:19 PM
To: Hunt, Loretta [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=1e5b5b67e200442f8ecacfc0ea2b2771-Lhunt]; Parker, Gary [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a0226ee6f55c46489eb88250306b6a25-Parker, Gar]; Willig, Jeanine [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c74f260ba4ae4c21b19cd941dd18e7ca-Willig, Jea]; Kuhns, Jason [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=20a25a71237f4be3aeecae716151f37-Kuhns, Jason]
Subject: FW: ORD VERA/VSIP Submission
Attachments: Ex. 5 - Deliberative Process

First full submittal.

From: Vaughan, Pat
Sent: Wednesday, May 24, 2017 1:25 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Kavlock, Robert <Kavlock.Robert@epa.gov>; Robbins, Chris <Robbins.Chris@epa.gov>; Radzikowski, Mary Ellen <Radzikowski.Maryellen@epa.gov>; Blackburn, Elizabeth <Blackburn.Elizabeth@epa.gov>; Steenbock, John <Steenbock.John@epa.gov>; Gonzalez, Daniel <Gonzalez.Daniel@epa.gov>
Subject: ORD VERA/VSIP Submission

Debbi,

Attached are the requested documents for ORD's VERA/VSIP proposal.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please let me know if you need any additional information or have any questions.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 5/25/2017 1:54:03 PM
To: Parker, Gary [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a0226ee6f55c46489eb88250306b6a25-Parker, Gar]; Kuhns, Jason [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=20a25a71237f4be3aeeecae716151f37-Kuhns, Jason]; Willig, Jeanine [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c74f260ba4ae4c21b19cd941dd18e7ca-Willig, Jea]; Hunt, Loretta [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=1e5b5b67e200442f8ecacfc0ea2b2771-Lhunt]
Subject: FW: Region 4 Workforce Reshaping Information - VERA/VSIP Major Themes, Business Case, Targeted Position Spreadsheet, and Organizational Chart

Attachments:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

From: Tellis, Vickie
Sent: Wednesday, May 24, 2017 5:19 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Heard, Anne <Heard.Anne@epa.gov>; Lapierre, Kenneth <Lapierre.Kenneth@epa.gov>; Ghosh, Mita <Ghosh.Mita@epa.gov>; Mills, Keith <Mills.Keith@epa.gov>
Subject: Region 4 Workforce Reshaping Information - VERA/VSIP Major Themes, Business Case, Targeted Position Spreadsheet, and Organizational Chart

Donna and Debbi,

Attached is Region 4's complete VERA/VSIP submission to include the following attachments:

-
-
- **Ex. 5 - Deliberative Process**
-

I am available should you need additional information or have questions. Thanks!

Vickie

Vickie H. Tellis

Acting Assistant Regional Administrator
U.S. EPA, Region 4 - Atlanta, Georgia
404-562-8218 office

Ex. 6 - Personal Privacy mobile

May is Older Americans and Asian American & Pacific Islander Observance Month.

Older Americans Theme: "Age Out Loud"

Asian American & Pacific Islander Employment Theme: "Unite our Voices by Speaking Together"

From: Vizian, Donna

Sent: Monday, April 17, 2017 5:01 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

Ex. 5 - Deliberative Process

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

- 1.
- 2.
- 3.

Ex. 5 - Deliberative Process

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

- 1.
- 2.
- 3.
- 4.
- 5.

Ex. 5 - Deliberative Process

6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

From: Taylor, Jeremy [Taylor.Jeremy@epa.gov]
Sent: 7/27/2017 7:10:38 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]
CC: Dean, StevenB [Dean.StevenB@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Terris, Carol [Terris.Carol@epa.gov]
Subject: RE: VERA VSIP updated list
Attachments: VERA VSIP 2017 Master Final.xlsx

Here is the master report for all SSCs. This includes all that applied without the determinations if they are eligible, etc. We could provide where we are on those determinations for RTP but obviously we have not reviewed every application at this point.

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537



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From: Hunt, Loretta
Sent: Thursday, July 27, 2017 1:19 PM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>
Cc: Dean, StevenB <Dean.StevenB@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Subject: FW: VERA VSIP updated list
Importance: High

SSC Directors,

Carol Terris, OCFO, needs a list of all V/V applicants. Please see her message below. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Terris, Carol
Sent: Thursday, July 27, 2017 1:15 PM

To: Dean, StevenB <Dean.StevenB@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: FW: VERA VSIP updated list

Hi Loretta and Steve-

I got an 'out of office' from Debbi. Can you assist?

Thank you!

From: Terris, Carol

Sent: Thursday, July 27, 2017 11:54 AM

To: Hart, Debbi <Hart.Debbi@epa.gov>

Subject: VERA VSIP updated list

Hi again Debbi,

Checking in on the final list of VERA VSIP applicants – if your folks can send it to me, we will split out/password protect so budget can finish the funding needs calculations

Many thanks!

Message

From: Rubel, Robert [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=9FF392CC2230459F9585438E6474A68B-RUBEL, ROBERT]
Sent: 5/30/2017 5:29:45 PM
To: Hunt, Loretta [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=1e5b5b67e200442f8ecacfc0ea2b2771-Lhunt]
CC: Parker, Gary [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a0226ee6f55c46489eb88250306b6a25-Parker, Gar]; McNeal, Detha [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4d0dc863ab214bd09b9126ef35d16f07-McNeal, Det]; Pastalove, Barbara [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a0aec7169df04873969b419343a25563-Pastalove, Barbara]
Subject: RE: Final V-V Documents

Good afternoon, Loretta. The first part of the comment is consistent with the line numbers:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process OPM's VSIP Guide includes the following:

13. Ineligibility for VSIP

Employees in the following categories are not eligible for VSIP: Employees who:

- (1) Are reemployed annuitants;
- (2) **Have a disability such that the individual is or would be eligible for disability retirement;**
- (3) Are in receipt of a decision notice of involuntary separation for misconduct or unacceptable performance;
- (4) Previously received any VSIP from the Federal Government;
- (5) During the 36-month period preceding the date of separation, performed service for which a student loan repayment benefit was paid, or is to be paid;
- (6) During the 24-month period preceding the date of separation, performed service for which a recruitment or relocation bonus was paid, or is to be paid; or
- (7) During the 12-month period preceding the date of separation, performed service for which a retention bonus was paid, or is to be paid. (This applies to General Schedule employees only.)

Ex. 5 - Deliberative Process

Feel free to call (or correspond with) Barbara or me if you have additional questions or wish to discuss.

Regards,
Robert
212-637-4166

From: Hunt, Loretta
Sent: Tuesday, May 30, 2017 11:06 AM
To: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Subject: FW: Final V-V Documents

Barbara, the business case looks sound

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Thursday, May 25, 2017 1:04 PM
To: McNeal, Detha <McNeal.Detha@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: Final V-V Documents

FYA

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hart, Debbi
Sent: Wednesday, May 24, 2017 3:24 PM
To: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: FW: Final V-V Documents

Fourth.

From: Manna, Richard
Sent: Wednesday, May 24, 2017 2:24 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; Pace, Donald <Pace.Donald@epa.gov>

Subject: Final V-V Documents

Hi Debbi – hope all is well with you. Attached please find our V/V submission as requested. Please let Barbara Pastalove, Robert Rubel or me know if you have any questions.

Rich

Message

From: Milton, Laura [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=9F553DF6D56744F8A829E626FDE50A35-LMILTON]
Sent: 5/30/2017 5:01:20 PM
To: Hunt, Loretta [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=1e5b5b67e200442f8ecacfc0ea2b2771-Lhunt]; Badalamente, Mark [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4ed0b573c0f1410ca3b836dfdcdf189d-MBadalam]
CC: Schulman, Marvin [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=aa18a576d784460682180ebd5703e2e9-MSchul02]; Parker, Gary [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a0226ee6f55c46489eb88250306b6a25-Parker, Gar]
Subject: RE: OECA's VERA/VSIP materials

Hi Loretta, is there a good time to discuss? I've included some preliminary questions below.

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
milton.laura@epa.gov

From: Hunt, Loretta
Sent: Tuesday, May 30, 2017 11:35 AM
To: Badalamente, Mark <Badalamente.Mark@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>
Cc: Schulman, Marvin <Schulman.Marvin@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: FW: OECA's VERA/VSIP materials

Mark/Laura,

We have several concerns with the submission:

Ex. 5 - Deliberative Process

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA

Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Thursday, May 25, 2017 1:06 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: OECA's VERA/VSIP materials

FYA

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hart, Debbi
Sent: Thursday, May 25, 2017 9:31 AM
To: Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: OECA's VERA/VSIP materials

Big 8!

From: Badalamente, Mark
Sent: Wednesday, May 24, 2017 4:14 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>
Subject: OECA's VERA/VSIP materials

Donna and Debbi –

Attached are OECA's materials to support our VERA/VSIP proposal. I also want to thank Debbi and Loretta Hunt for their great assistance (and patience) in entertaining our many questions and offering their sound guidance.

Ex. 5 - Deliberative Process

Thanks, again!

Mark Badalamente
Acting Deputy Assistant Administrator for Management
Senior Resource Official (SRO)
Senior Information Official (SIO)
Office of Enforcement and Compliance Assurance

US Environmental Protection Agency
William Jefferson Clinton Building
Room 3235 South
Office: 202-564-4673

Mobile: Ex. 6 - Personal Privacy

Message

From: Lesperance, Twanna [Lesperance.Twanna@epa.gov]
Sent: 6/8/2017 12:58:36 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Allen, Reginald [Allen.Reginald@epa.gov]
Subject: Re: Question on V/V

Good Morning Loretta,

Per your email, I have a few follow up questions:

Are the limited details in effect currently or after the VV has been approved; and

Who determines what is critical?

Thanks for the clarity as I am usually not included in the meetings when the detailed discussions are being held.

Respectfully,

Twanna Lesperance, Assistant Director, PMO
AO, OAES, Administrative Management Staff
202-564-0419

On Jun 7, 2017, at 9:46 AM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

FYI

Loretta L. Hunt, Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
(202) 564-6963
hunt.loretta@epa.gov

Begin forwarded message:

From: "Vizian, Donna" <Vizian.Donna@epa.gov>
Date: June 7, 2017 at 9:32:45 AM EDT
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>, 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>, DRA <DRA@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Subject: Question on V/V

At the noon meeting yesterday, it was asked if details are part of the temporary freeze. Due to the expedited timeframe for implementation of the V/V, we are asking offices to limit details in and out of targeted positions to only those that are critical. Please note, temporary promotions must cease because they move employees out of the position of record. Hope this helps.

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 5/24/2017 6:15:01 PM
To: Kuhns, Jason [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=20a25a71237f4be3aeecae716151f37-Kuhns, Jason]; Parker, Gary [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a0226ee6f55c46489eb88250306b6a25-Parker, Gar]; Willig, Jeanine [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c74f260ba4ae4c21b19cd941dd18e7ca-Willig, Jea]
CC: Hunt, Loretta [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=1e5b5b67e200442f8ecacfc0ea2b2771-Lhunt]
Subject: FW: Draft R1 Template of positions
Attachments: **Ex. 5 - Deliberative Process**

FYI—submittals are beginning to come in. Can you please review Kathie's template and let me know if there are any problems from your perspective? Thanks.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Shanahan, Katherine
Sent: Wednesday, May 24, 2017 8:29 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Draft R1 Template of positions

Good Morning Debbie and Loretta (the people who love to hear from us☺!

Draft sample attached so you can see what I am saying below.

Ex. 5 - Deliberative Process

have time to respond, it is ok. Know that if you need to come back to me after today and ask for something more, Peggy and I will readjust

Best

Kathie

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/25/2017 1:36:34 PM
To: Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: OEI VERA/VSIP Business Case
Attachments: **Ex. 5 - Deliberative Process**

Woo hoo! #10

From: Fine, Steven
Sent: Wednesday, May 24, 2017 4:40 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Maher, Karen <Maher.Karen@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Gutshall, Renee <Gutshall.Renee@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Subject: OEI VERA/VSIP Business Case

Debbi,

As requested, please find attached OEI's VERA/VSIP Business Case and associated files. Please let us know if you have any questions or comments as you prepare the Agency's formal proposal.

Thank you,
Steve

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/23/2017 10:38:33 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: EPA Workforce Reshaping Information

Here are some kind words

From: Milton, Laura
Sent: Tuesday, May 23, 2017 6:36 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA Workforce Reshaping Information

You all are doing a great job at trying to manage something totally unmanageable and being so patient with everyone! I may not be much help but am glad to do anything you need as you're trying to pull everything together. Hang in there!

Sent from my Windows Phone

From: Hart, Debbi
Sent: 5/23/2017 4:57 PM
To: Milton, Laura
Subject: RE: EPA Workforce Reshaping Information

LOL! Can you feel the sarcasm? ☺

From: Milton, Laura
Sent: Tuesday, May 23, 2017 4:55 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA Workforce Reshaping Information

I'm so glad you love hearing from us ;)

Sent from my Windows Phone

From: Hart, Debbi
Sent: 5/23/2017 4:45 PM
To: OHR PMOs; RHRO
Cc: Hitchens, Lynnann; Carpenter, Wesley; Gray, Linda; Hunt, Loretta; Parker, Gary; Showman, John; Vizian, Donna
Subject: FW: EPA Workforce Reshaping Information

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. **Two-page summary of your business case** (following the detailed instructions in the VERA/VSIP Business Case Checklist attached- do your best to keep the business case brief)

2. **Completed Targeted Positions Template for your office** (Excel file attached; remember that if you are identifying safe positions they should be noted with an asterisk (*) in the targeted positions template; please see the attached FAQs for more details on safe positions)
3. **Current and proposed post VERA/VSIP organization chart for your office** (use PowerPoint; org charts should go down to the appropriate level to illustrate the organization's current and proposed organization)

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. V-V FAQs (defines "safe positions" and provides other helpful information)

Debbi Hart
 Director
 Policy, Planning & Training Division
 OHR, OARM
 USEPA
 202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Monday, April 17, 2017 5:01 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Workforce Reshaping Information
Importance: High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

From: Tellis, Vickie [Tellis.Vickie@epa.gov]
Sent: 6/1/2017 3:57:14 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Heard, Anne [Heard.Anne@epa.gov]; Lapierre, Kenneth [Lapierre.Kenneth@epa.gov]
Subject: Region 4 - Comments/Questions RE: V/V Information on Selection Criteria and Draft Timeline
Attachments: DraftSSC Schedule V-V May2017 .docx

Hi Donna and Loretta.

Region 4's comments/questions on the Selection Criteria and Draft Schedule are provided below.

Please contact me if you need further clarification.

Thank you.

Vickie

Proposed selection criteria:

Ex. 5 - Deliberative Process

Vickie H. Tellis

Acting Assistant Regional Administrator
U.S. EPA, Region 4 - Atlanta, Georgia
404-562-8218 office
404-966-9847 mobile

May is Older Americans and Asian American & Pacific Islander Observance Month.

Older Americans Theme: "Age Out Loud"

Asian American & Pacific Islander Employment Theme: "Unite our Voices by Speaking Together"

I AM Diversity!

From: Vizian, Donna

Sent: Tuesday, May 30, 2017 6:12 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>

Subject: V/V Information

Hi Everyone,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Best, Donna

Selection Criteria:

Ex. 5 - Deliberative Process

Message

From: Schulman, Marvin [Schulman.Marvin@epa.gov]
Sent: 6/2/2017 10:00:21 PM
To: Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)
Attachments: AO VERA VISA Business Case 2 FINAL.docx; Estimated Savings Table Final_v2.xlsx

Gary & Jason –

Revised data from OA...this one has their budget data in the business case

Hope you're already home having a great weekend!

Marvin

From: Lesperance, Twanna
Sent: Friday, June 02, 2017 5:46 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: RE: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

Hello Marvin,

Here you go, combined as requested.

have a wonderful week!

*Twanna Lesperance, Assistant Director, AMS, PMO
Office of Administrative and Executive Services
Office of the Administrator, EPA
202-564-0419 (Desk)
lesperance.twanna@epa.gov*

From: Schulman, Marvin
Sent: Friday, June 02, 2017 4:43 PM
To: Lesperance, Twanna <Lesperance.Twanna@epa.gov>
Subject: FW: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

Twanna –

The tables you sent me (in the first attachment) included as part of the business case document (3rd attachment)

...could you please add the corrected table to the end of the business case document, so I have it all in one?

THANKS!

Marvin

From: Lesperance, Twanna
Sent: Friday, June 02, 2017 4:35 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>

Cc: Allen, Reginald <Allen.Reginald@epa.gov>

Subject: RE: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

Marvin,

Attached are the two edited charts, per your comments and our additional changes. Please feel free to contact me or Reggie if you need more information from us.

Thanks,

Twanna

Twanna Lesperance, Assistant Director, AMS, PMO
Office of Administrative and Executive Services
Office of the Administrator, EPA
202-564-0419 (Desk)
lesperance.twanna@epa.gov

From: Schulman, Marvin

Sent: Wednesday, May 31, 2017 5:13 PM

To: Lesperance, Twanna <Lesperance.Twanna@epa.gov>

Subject: RE: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

That looks fine!

(Once you get the other changes made to the business case, can you please send me both documents as documents, rather than as sharepoint docs) (Lazy – and hate the extra clicking to get the same info)

THANKS!

From: Lesperance, Twanna

Sent: Wednesday, May 31, 2017 5:00 PM

To: Schulman, Marvin <Schulman.Marvin@epa.gov>

Cc: Allen, Reginald <Allen.Reginald@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: RE: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

Marvin,

Attached is the modified template per our discussion. Please let me know if you have additional questions or need more changes.

Thanks,

Twanna

Twanna Lesperance, Assistant Director, AMS, PMO
Office of Administrative and Executive Services
Office of the Administrator, EPA
202-564-0419 (Desk)
lesperance.twanna@epa.gov

From: Schulman, Marvin

Sent: Wednesday, May 31, 2017 4:23 PM

To: Lesperance, Twanna <Lesperance.Twanna@epa.gov>

Cc: Allen, Reginald <Allen.Reginald@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: RE: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

Twanna –

Following up on our brief phone call. Here are the minor notes re AO's

Business Case

Ex. 5 - Deliberative Process

Approved Targeted Positions

As mentioned in the call,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Any other questions, please give me a call

Thanks, Twanna!

Marvin

From: Hunt, Loretta
Sent: Tuesday, May 30, 2017 12:28 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: FW: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

FYA

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Allen, Reginald
Sent: Wednesday, May 24, 2017 5:59 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Reeder, John <Reeder.John@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>
Subject: RE: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

Debbi

Please find attached AO's VERA/VSIP submission.

Best
Reggie

Reginald E. Allen, SES
Assistant Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell 202-306-2879

From: Hart, Debbi
Sent: Tuesday, May 23, 2017 4:45 PM
To: OHR PMOs <OHR_PMOs@epa.gov>; RHRO <RHRO@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: EPA Workforce Reshaping Information
Importance: High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. **Two-page summary of your business case** (following the detailed instructions in the VERA/VSIP Business Case Checklist attached- do your best to keep the business case brief)
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Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
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3. V-V FAQs (defines "safe positions" and provides other helpful information)

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Monday, April 17, 2017 5:01 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Workforce Reshaping Information
Importance: High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the

instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

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2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

From: Schulman, Marvin [Schulman.Marvin@epa.gov]
Sent: 6/2/2017 8:49:37 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)
Attachments: Estimated Savings Table Final_v2.xlsx; AO Approved Targeted Positions Template-Final2.xlsx

That Administrator's Office revised their budgetary table data – but did it on a separate spreadsheet not as part of their business case document... The numbers are OK, but I left her a VM asking that they add the new charts in place of the old ones on the business case

From: Lesperance, Twanna
Sent: Friday, June 02, 2017 4:35 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>
Cc: Allen, Reginald <Allen.Reginald@epa.gov>
Subject: RE: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

Marvin,

Attached are the two edited charts, per your comments and our additional changes. Please feel free to contact me or Reggie if you need more information from us.

Thanks,
Twanna

*Twanna Lesperance, Assistant Director, AMS, PMO
Office of Administrative and Executive Services
Office of the Administrator, EPA
202-564-0419 (Desk)
lesperance.twanna@epa.gov*

From: Schulman, Marvin
Sent: Wednesday, May 31, 2017 5:13 PM
To: Lesperance, Twanna <Lesperance.Twanna@epa.gov>
Subject: RE: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

That looks fine!

(Once you get the other changes made to the business case, can you please send me both documents as documents, rather than as sharepoint docs) (Lazy – and hate the extra clicking to get the same info)

THANKS!

From: Lesperance, Twanna
Sent: Wednesday, May 31, 2017 5:00 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>
Cc: Allen, Reginald <Allen.Reginald@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

Marvin,

Attached is the modified template per our discussion. Please let me know if you have additional questions or need more changes.

Thanks,
Twanna

Twanna Lesperance, Assistant Director, AMS, PMO
Office of Administrative and Executive Services
Office of the Administrator, EPA
202-564-0419 (Desk)
lesperance.twanna@epa.gov

From: Schulman, Marvin
Sent: Wednesday, May 31, 2017 4:23 PM
To: Lesperance, Twanna <Lesperance.Twanna@epa.gov>
Cc: Allen, Reginald <Allen.Reginald@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

Twanna –

Following up on our brief phone call. Here are the minor notes re AO's

Business Case

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Any other questions, please give me a call

Thanks, Twanna!

Marvin

From: Hunt, Loretta
Sent: Tuesday, May 30, 2017 12:28 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: FW: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

FYA

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Allen, Reginald
Sent: Wednesday, May 24, 2017 5:59 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Reeder, John <Reeder.John@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>
Subject: RE: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

Debbi

Please find attached AO's VERA/VSIP submission.

Best
Reggie

Reginald E. Allen, SES
Assistant Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell 202-306-2879

From: Hart, Debbi
Sent: Tuesday, May 23, 2017 4:45 PM
To: OHR PMOs <OHR_PMOs@epa.gov>; RHRO <RHRO@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: EPA Workforce Reshaping Information
Importance: High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. **Two-page summary of your business case** (following the detailed instructions in the VERA/VSIP Business Case Checklist attached- do your best to keep the business case brief)
2. **Completed Targeted Positions Template for your office** (Excel file attached; remember that if you are identifying safe positions they should be noted with an asterisk (*) in the targeted positions template; please see the attached FAQs for more details on safe positions)
3. **Current and proposed post VERA/VSIP organization chart for your office** (use PowerPoint; org charts should go down to the appropriate level to illustrate the organization's current and proposed organization)

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. V-V FAQs (defines "safe positions" and provides other helpful information)

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Monday, April 17, 2017 5:01 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

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2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/23/2017 7:50:45 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: EPA Workforce Reshaping Information
Attachments: Targeted Positions Template .xlsx; V-V Business Case Checklist April2017final.docx; VERA- VSIP FAQ's Managers .pdf
Importance: High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. **Two-page summary of your business case** (following the detailed instructions in the VERA/VSIP Business Case Checklist attached- do your best to keep the business case brief)
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3. **Current and proposed post VERA/VSIP organization chart for your office** (use PowerPoint; only capture the level of your organization that

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Monday, April 17, 2017 5:01 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Workforce Reshaping Information
Importance: High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

From: Schulman, Marvin [Schulman.Marvin@epa.gov]
Sent: 6/2/2017 8:47:48 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: EPA Workforce Reshaping Information (Reg 3 FINAL)

Ex. 5 - Deliberative Process

From: Hunt, Loretta
Sent: Friday, June 02, 2017 4:46 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: Re: EPA Workforce Reshaping Information (Reg 3 FINAL)

Did any numbers change?

From: Schulman, Marvin
Sent: Friday, June 2, 2017 3:48:07 PM
To: Hunt, Loretta
Subject: FW: EPA Workforce Reshaping Information (Reg 3 FINAL)

Loretta –

Kate sent me an email earlier today with a revised table and business case...there was still an error in the revised table which has since been fixed.

This email contains the “final versions” of both documents

Marvin

From: McManus, Catharine
Sent: Friday, June 02, 2017 3:44 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>
Subject: RE: EPA Workforce Reshaping Information

Thanks for pointing out the additional error. Everytime I fix one thing- I unfix another. I hope this is the last version.

From: McManus, Catharine
Sent: Friday, June 02, 2017 3:13 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; 'Eileen Burrows' <Burrows.Eileen@epa.gov>
Subject: RE: EPA Workforce Reshaping Information

Marvin-

I have revised the business case as you advised and I have attached again the updated spreadsheet correcting the errors. Please let me know if you need anything else. Have a nice weekend. Kate

From: McManus, Catharine
Sent: Thursday, June 01, 2017 1:34 PM

To: Schulman, Marvin <Schulman.Marvin@epa.gov>

Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Eileen Burrows <Burrows.Eileen@epa.gov>

Subject: RE: EPA Workforce Reshaping Information

Thanks Marvin. Sorry when I revised the spreadsheet.

Ex. 5 - Deliberative Process

I have fixed it as

noted below and attached the corrected spreadsheet. Will wait for your direction before I revise the business case.

Thank you. Kate

From: Schulman, Marvin

Sent: Thursday, June 01, 2017 1:06 PM

To: McManus, Catharine <mcmanus.catharine@epa.gov>

Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>

Subject: RE: EPA Workforce Reshaping Information

Hi Cathy

I've had a chance to look over Region 3's V/V package and have the following comments to offer:

Ex. 5 - Deliberative Process

Please let me know if you have any follow up questions or concerns

THANK YOU!

Marvin
X7778

From: Hunt, Loretta

Sent: Thursday, June 01, 2017 11:50 AM

To: Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>

Cc: Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>

Subject: FW: EPA Workforce Reshaping Information

FYI

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: McManus, Catharine

Sent: Wednesday, May 31, 2017 3:26 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Esher, Diana <Esher.Diana@epa.gov>; Krakowiak, John <Krakowiak.John@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>

Subject: FW: EPA Workforce Reshaping Information

Debbi-

Given guidance that we received today,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Kate

From: McManus, Catharine

Sent: Wednesday, May 24, 2017 4:51 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Esher, Diana <Esher.Diana@epa.gov>; Krakowiak, John <Krakowiak.John@epa.gov>

Subject: RE: EPA Workforce Reshaping Information

Debbi-

Attached is Region III's submission.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

I have included an updated Themes spreadsheet which reflects

Ex. 5 - Deliberative Process

Please let me know if you have any questions or need further information. Thanks. Kate

From: Hart, Debbi

Sent: Tuesday, May 23, 2017 4:45 PM

To: OHR PMOs <OHR_PMOs@epa.gov>; RHRO <RHRO@epa.gov>

Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Subject: FW: EPA Workforce Reshaping Information

Importance: High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

Ex. 5 - Deliberative Process

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Monday, April 17, 2017 5:01 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Workforce Reshaping Information
Importance: High

Hi Everyone,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

Ex. 5 - Deliberative Process

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Parker, Gary
Sent: Wed 5/31/2017 4:28:16 PM
Subject: RE: V/V question

Any good nuggets from the OHR meeting?

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) Ex. 6 - Personal Privacy

From: Hunt, Loretta
Sent: Wednesday, May 31, 2017 9:40 AM
To: Parker, Gary <parker.gary@epa.gov>
Subject: Re: V/V question

Ok.

From: Parker, Gary
Sent: Wednesday, May 31, 2017 9:33:53 AM
To: Hunt, Loretta
Subject: Re: V/V question

Loretta,

Left Wes a voice msg, I will be late to the OHR mtg

Ex. 6 - Personal Privacy

Sent from my iPhone

On May 31, 2017, at 9:17 AM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Donna,

Ex. 5 - Deliberative Process

From: Vizian, Donna
Sent: Tuesday, May 30, 2017 6:17 PM
To: Hunt, Loretta
Subject: V/V question

Hey Loretta.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Wondering if you know the thought process from the last round. Here is what I sent to Mike this afternoon.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

. I think we owe an answer to folks. Please let me know what you think.

Message

From: Lane, Vicki [Lane.Vicki@epa.gov]
Sent: 5/23/2017 6:12:13 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: URGENT - Workforce Reshaping follow up

Loretta,

I have a couple of follow-up questions on this guidance. Do you have time to discuss this today?

Regards, Vicki

Ex. 6 - Personal Privacy

From: Hunt, Loretta
Sent: Friday, May 19, 2017 10:38 AM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Westenberger, Andrea <Westenberger.Andrea@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: Workforce Reshaping follow up

HR Community,

I want to piggy-back on Debbi's message to clarify a couple of things.

Some organizations have asked about restructuring's impact on standardized PDs. PDs are not intended to include every duty or task of a position. There are a few options:

Ex. 5 - Deliberative Process

There are ways to modify or move people to new PDs if necessary – the SSCs can also implement new specific standards to accommodate.

Also, organizations should submit their business case/targeted position information using the templates provided by Donna Vizian on 4/17/17. I believe some folks received a copy of OPM's new VERA and VSIP request templates. Please do not use those forms or submit your targeted positions in the OPM format.

If you have any questions or concerns, please contact me (hunt.loretta@epa.gov or 202-564-6963) or Debbi Hart (hart.debbi@epa.gov or 202-564-2011).

Thanks.

From: Hart, Debbi
Sent: Friday, May 19, 2017 12:38 PM
To: ARA
Cc: RHRO; OHR PMOs; Parker, Gary; Hunt, Loretta; Carpenter, Wesley; Gray, Linda; Showman, John; Vizian, Donna;

Westenberger, Andrea

Subject: FW: Workforce Reshaping follow up

Greetings All-

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thank you again for your efforts. As always, please let me know if you have questions. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna

Sent: Friday, May 12, 2017 3:57 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>

Subject: Workforce Reshaping follow up

Hi Everyone,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Two other things:

Ex. 5 - Deliberative Process

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Enjoy the weekend.

Donna

Message

From: Schulman, Marvin [Schulman.Marvin@epa.gov]
Sent: 5/12/2017 12:58:13 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Updated V-V Themes

From: Hunt, Loretta
Sent: Thursday, May 11, 2017 6:56 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Subject: FW: Updated V-V Themes

FYI

Program and regions must submit their business cases by 5/24.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Thursday, May 11, 2017 12:59 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Updated V-V Themes

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 2/15/2017 6:58:41 PM
To: Cooper, Marian [Cooper.Marian@epa.gov]
Subject: FW: VERA/VSIP Impact Report
Attachments: V V Impact Report Final August 2016.docx

Marian—

Per your request. Please let me know if there are questions or if you need anything additional. Thanks. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Showman, John
Sent: Monday, August 29, 2016 4:30 PM
To: DAA <DAA@epa.gov>; DRA <DRA@epa.gov>; Kenny, Shannon <Kenny.Shannon@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>
Cc: ARA <ARA@epa.gov>; Flynn, Mike <Flynn.Mike@epa.gov>; RHRO <RHRO@epa.gov>; PMO <pmo@usepa.onmicrosoft.com>; Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: VERA/VSIP Impact Report

I'm pleased to share with you *EPA's VERA/VSIP Impact Report* Fiscal Years 2014-2015 issued this month which details the agency's use of these authorities and the effect on the workforce. The report provides an overview of the agency's two rounds of VERA/VSIP with workforce planning strategies, an analysis of the 682 positions vacated, and subsequent hiring, including the "hiring surge." While we are still being held accountable for the commitments we made during VERA/VSIP, OARM's Office of Human Resources is planning for an upcoming business case refresh to determine the new strategies necessary to create an optimal workforce within each program and regional office. More information on the business case refresh will be forthcoming. If you have any questions about the report or the business case refresh, please contact me at (202) 564-4600 or have your staff contact Debbi Hart, Director of the Policy, Planning and Training Division of OHR (hart.debbi@epa.gov; 202-564-2011).

Attachment

John L Showman III, Acting Principal Deputy Assistant Administrator
Office of Administration and Resources Management
202-564-5341

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/19/2017 2:51:01 PM
To: Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Workforce Reshaping follow up
Attachments: Copy of Copy of VERA VSIP Workfile 5-17-17 (003).xlsx

Ex. 5 - Deliberative Process

From: Pace, Donald
Sent: Friday, May 19, 2017 8:43 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Mugdan, Walter <Mugdan.Walter@epa.gov>; Manna, Richard <Manna.Richard@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>
Subject: FW: Workforce Reshaping follow up

Good morning Donna and Debbi,

Attached is Region 2's response to this request outlining our current position on workforce reshaping. Please let me or our HRO, Barbara Pastalove, know if you have any questions. Thanks and have a nice weekend.

From: Vizian, Donna
Sent: Friday, May 12, 2017 12:57 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>
Subject: Workforce Reshaping follow up

Hi Everyone,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Two other things:

Ex. 5 - Deliberative Process

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Enjoy the weekend.

Donna

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/5/2017 7:30:26 PM
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: V/V questions

Donna-

As discussed, see the excerpt from the VERA guide below. So maybe a note to senior leadership stating that OPM's VERA guidance requires that VERA eligible employees serve in a position 30 days prior to the date the agency requests the authority from OPM. Given the current schedule for submitting our V/V business case later this month, please be aware that movement in and out of all targeted positions through reassignments, reorganizations, etc. must cease effective immediately.

From: Hunt, Loretta
Sent: Monday, June 05, 2017 11:10 AM
To: Parker, Gary <parker.gary@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V questions

OPM's VERA guidance states eligible employees must:

Have served in a position covered by the OPM authorization for the minimum time specified by OPM (usually 30 days prior to the date of the agency request);

VSIP has no such requirement (only that the employee is serving in a position covered by the authority).

Ex. 5 - Deliberative Process

From: Vizian, Donna
Sent: Monday, June 05, 2017 10:28 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: V/V questions

Ex. 5 - Deliberative Process

From: Hart, Debbi
Sent: Monday, June 05, 2017 10:23 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Re: V/V questions

Gary will get back to you soon with more specifics on these targeted positions. FYI-

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Sent from my iPhone

On Jun 5, 2017, at 9:45 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi -

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process thanks

Message

From: McNeal, Detha [McNeal.Detha@epa.gov]
Sent: 6/2/2017 7:25:27 PM
To: Shanahan, Katherine [Shanahan.Katherine@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]
Subject: RE: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

Good afternoon Katherine,

I've reviewed the proposal for Region 1 and have the following questions/concerns:

Ex. 5 - Deliberative Process

Detha McNeal
Human Resources Specialist
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
(202) 564-6707

From: Shanahan, Katherine
Sent: Wednesday, May 24, 2017 4:22 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

Good Afternoon Loretta and Debbi

Attached please find the VERA/VSIP proposal from Region 1. Please let us know if you have any questions.

Kathie

Katherine Shanahan
Human Resource Manager
EPA New England Region 1
617-918-1619

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Parker, Gary
Sent: Fri 7/28/2017 8:27:35 PM
Subject: RE: EPA's VERA/VSIP Request -

Loretta,

Wendy called me and asked if we can get numbers for V/V from the SSCs. Do you have that already? I would assume she wants an all EPA number and then an OARM number? Did she contact you?

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

Ex. 6 - Personal Privacy

From: Hunt, Loretta
Sent: Friday, July 28, 2017 4:26 PM
To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L. Ex. 6 - Personal Privacy
Ex. 6 - Personal Privacy; Hickey, Mike J. Ex. 6 - Personal Privacy
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Re: EPA's VERA/VSIP Request -

Gregory/Mike,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please provide approval or disapproval of this change.

Thank you for your assistance and have a good weekend.

From: Snowden, Gregory A <Gregory.Snowden@opm.gov>
Sent: Thursday, July 13, 2017 2:39 PM
To: Hunt, Loretta; Mahoney, Michael J; Grossman, Andrea L. Ex. 6 - Personal Privacy Hickey, Mike J.
Ex. 6 - Personal Privacy
Cc: Hart, Debbi
Subject: RE: EPA's VERA/VSIP Request -

Hello Loretta,

As long as the VERA and VSIP authorities are NOT amended to add new positions or the current dates extended, we can include the updated business plan in the current case file.
Thanks.

Gregory Snowden

OPM

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]

Sent: Thursday, July 13, 2017 9:42 AM

To: Mahoney, Michael J; Snowden, Gregory A; Grossman, Andrea L [Ex. 6 - Personal Privacy] Hickey, Mike J.

[Ex. 6 - Personal Privacy]

Cc: Hart, Debbi

Subject: RE: EPA's VERA/VSIP Request -

Importance: High

Gregory/Mike,

Ex. 5 - Deliberative Process

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]
Sent: Monday, July 10, 2017 2:32 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA's VERA/VSIP Request

Here tis'...

-mike

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Monday, July 10, 2017 11:13 AM
To: Mahoney, Michael J; Snowden, Gregory A
Cc: Hart, Debbi
Subject: EPA's VERA/VSIP Request
Importance: High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

Message

From: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]
Sent: 5/31/2017 9:02:12 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Notes from today's meeting with SSCs/LERD/DRES D re: V-V

Loretta,

This is an excellent summary. For future communication, recommend reference to "targeted positions" rather than "employees" given position basis. If it's critical in your view, recommend resend with edit.

Regards,
Liz

From: Hunt, Loretta
Sent: Wednesday, May 31, 2017 2:00 PM
To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: Notes from today's meeting with SSCs/LERD/DRES D re: V-V
Importance: High

Thanks again for participating.

I've summarized the notes from today's meeting based on subject.

Communications

- A general notification from agency senior management is expected to be sent out soon. A more detailed notification (with proposed targeting information) will be sent to employees at a later date.
- PAB hasn't seen the general notice draft but will share with SSCs/LERD/DRES D, if possible.
- OHR has created a V-V intranet site for employees at <https://www.epa.gov/ohr/policy/buyouts/>. SSCs/DRES D/LERD/PPTD can add useful information as necessary.
- Need to develop employee FAQs. Draft attached.

LERD

Ex. 3 - Statutory

SSCs/DRES D

- Benefits POCs will meet soon to discuss process.
- SSCs are working with IT to update the web-based database for V-V applications/actions. SSCs to review the new database second week in June.
- Benefits POCs will develop webcasts and other helpful resources for targeted employees.
- Employees will receive detailed application instructions in a future notification.
- V-V database will have information for agency reports/accountability purposes.
- Liz forwarded notification templates from previous V-V.
- Latest OPM benefits notice on V-V retirement processing can be found at <https://www.opm.gov/retirement-services/publications-forms/benefits-administration-letters/2016/16-301.pdf>
- Need to ask senior management about prohibition on movement that may alter eligibility (reassignment/staffing) during V-V process.

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: McNeal, Detha
Sent: Mon 6/5/2017 7:25:32 PM
Subject: RE: R8's VERA/VSIP Submission

ok

From: Hunt, Loretta
Sent: Monday, June 05, 2017 2:32 PM
To: McNeal, Detha <McNeal.Detha@epa.gov>
Subject: RE: R8's VERA/VSIP Submission

I did not send anything to R8.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: McNeal, Detha
Sent: Monday, June 05, 2017 2:14 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: R8's VERA/VSIP Submission

Loretta,

We reviewed Region 8 together. I don't recall there being any issues but I just wanted to confirm that you didn't send them an email. I don't see an email from you but I'm just making sure I didn't overlook anything.

From: Hunt, Loretta
Sent: Thursday, May 25, 2017 1:05 PM
To: McNeal, Detha <McNeal.Detha@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: R8's VERA/VSIP Submission

FYA

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Hart, Debbi
Sent: Wednesday, May 24, 2017 5:12 PM
To: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: FW: R8's VERA/VSIP Submission

Next! #6

From: Fowler, Joshua
Sent: Wednesday, May 24, 2017 3:23 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Thomas, Deb <thomas.debrah@epa.gov>; Bohan, Suzanne <bohan.suzanne@epa.gov>; Buhl, Rick <Buhl.Rick@epa.gov>; Kortuem, Patrice <Kortuem.Patrice@epa.gov>; Bielenberg, Ben <Bielenberg.Ben@epa.gov>; Vuong, Stephanie <Vuong.Stephanie@epa.gov>
Subject: R8's VERA/VSIP Submission

Good afternoon Debbi,

We have enclosed Region 8's VERA/VSIP Business Case, Targeted Positions Spreadsheet and Organizational Charts. Please contact me if you have any questions or concerns regarding the submission.

Josh Fowler

Human Resources Officer

EPA Region 8

1595 Wynkoop St. Denver, CO 80212

fowler.joshua@epa.gov

303-312-6348 (work)

Ex. 6 - Personal Privacy (cell)

Message

From: Schulman, Marvin [Schulman.Marvin@epa.gov]
Sent: 5/31/2017 3:10:46 PM
To: Milton, Laura [Milton.Laura@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Badalamente, Mark [Badalamente.Mark@epa.gov]
Subject: RE: Help with tables

Hi Laura –

Q: **Ex. 5 - Deliberative Process**

A:

Ex. 5 - Deliberative Process

Q **Ex. 5 - Deliberative Process**

Ex. 5 - Deliberative Process

A: **Ex. 5 - Deliberative Process**

Marvin

From: Milton, Laura
Sent: Wednesday, May 31, 2017 8:44 AM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Badalamente, Mark <Badalamente.Mark@epa.gov>
Subject: FW: Help with tables

Marvin/Loretta, please help.

Ex. 5 - Deliberative Process

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
milton.laura@epa.gov

From: Hunt, Loretta
Sent: Tuesday, May 23, 2017 4:19 PM
To: Milton, Laura <Milton.Laura@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: Help with tables

Laura,

Ex. 5 - Deliberative Process

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Milton, Laura
Sent: Tuesday, May 23, 2017 3:46 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Help with tables

Hi Loretta,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Sent from my Windows Phone

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/5/2017 7:09:35 PM
To: Lindsay, Nancy [Lindsay.Nancy@epa.gov]; Parker, Gary [parker.gary@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Dalrymple, Anne [Dalrymple.Anne@epa.gov]; Barber, Anthony [Barber.Anthony@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]
Subject: RE: Final Decision - Region 10 V/V package

OK Nancy—appreciate the update.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

From: Lindsay, Nancy
Sent: Monday, June 05, 2017 2:29 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>
Subject: Final Decision - Region 10 V/V package

Debbie & Gary,

Ex. 5 - Deliberative Process

Thank you for your flexibility and patience!
Nancy

From: Lindsay, Nancy
Sent: Wednesday, May 31, 2017 7:48 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>
Subject: Re: R10 V/V submittal

Ex. 5 - Deliberative Process

Sent from my iPhone

On May 26, 2017, at 11:01 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

FYI- Nancy may send an updated package on Tuesday. She will let us know one way or another. Thanks.
Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA

202.564.2011
hart.debbi@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/19/2017 10:32:53 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]
Subject: FW: R10_VERA VSIP Major Themes_5_19_2017.xlsx
Attachments: R10_VERA VSIP Major Themes_5_19_2017.xlsx

The official R10 submittal.

From: Dalrymple, Anne
Sent: Friday, May 19, 2017 5:40 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Opalski, Dan <Opalski.Dan@epa.gov>; Pirzadeh, Michelle <Pirzadeh.Michelle@epa.gov>; Westenberger, Andrea <Westenberger.Andrea@epa.gov>; Harmon, Russell <Harmon.Russell@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>
Subject: R10_VERA VSIP Major Themes_5_19_2017.xlsx

Hello Debbi and Donna:

Attached is the Region 10 spreadsheet for the V/V major themes.

Please let us know if you have any questions.

Thanks!

Anne

Anne Dalrymple
Acting Deputy Assistant Regional Administrator
U.S. Environmental Protection Agency
1200 Sixth Ave, Suite 900, OMP 212
Seattle, WA 98101
(206) 553-6313

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 5/31/2017 2:56:36 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Peabody, Hitch [Peabody.Hitch@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: RE: V/V question

Ex. 5 - Deliberative Process

From: Hunt, Loretta
Sent: Wednesday, May 31, 2017 9:18 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Peabody, Hitch <Peabody.Hitch@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Re: V/V question

Donna,

Ex. 5 - Deliberative Process

From: Vizian, Donna
Sent: Tuesday, May 30, 2017 6:17 PM
To: Hunt, Loretta
Subject: V/V question

Hey Loretta,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Here is what I sent to Mike this afternoon.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please let me know what you think.

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/5/2017 7:04:26 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: R10 V/V submittal

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Lindsay, Nancy
Sent: Wednesday, May 31, 2017 10:48 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>
Subject: Re: R10 V/V submittal

Ex. 5 - Deliberative Process

Sent from my iPhone

On May 26, 2017, at 11:01 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

FYI- Nancy may send and updated package on Tuesday. She will let us know one way or another. Thanks.
Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

To: Lesperance, Twanna[Lesperance.Twanna@epa.gov]
Cc: Allen, Reginald[Allen.Reginald@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Schulman, Marvin
Sent: Wed 5/31/2017 8:23:22 PM
Subject: RE: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

Ex. 5 - Deliberative Process

Twanna –

Following up on our brief phone call. Here are the minor notes re AO's

Business Case

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Approved Targeted Positions

As mentioned in the call,

Ex. 5 - Deliberative Process

Any other questions, please give me a call

Thanks, Twanna!

Marvin

From: Hunt, Loretta
Sent: Tuesday, May 30, 2017 12:28 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: FW: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

FYA

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Allen, Reginald
Sent: Wednesday, May 24, 2017 5:59 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Reeder, John <Reeder.John@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>
Subject: RE: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

Debbi

Please find attached AO's VERA/VSIP submission.

Best

Reggie

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell: **Ex. 6 - Personal Privacy**

From: Hart, Debbi

Sent: Tuesday, May 23, 2017 4:45 PM

To: OHR PMOs <OHR_PMOs@epa.gov>; RHRO <RHRO@epa.gov>

Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Subject: FW: EPA Workforce Reshaping Information

Importance: High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. **Ex. 5 - Deliberative Process**
Ex. 5 - Deliberative Process

2. **Ex. 5 - Deliberative Process**
Ex. 5 - Deliberative Process

3. **Ex. 5 - Deliberative Process**
Ex. 5 - Deliberative Process

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. **Ex. 5 - Deliberative Process**
2. **Ex. 5 - Deliberative Process**
Ex. 5 - Deliberative Process
3. **Ex. 5 - Deliberative Process**

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Monday, April 17, 2017 5:01 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Workforce Reshaping Information
Importance: High

HI Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

Ex. 5 - Deliberative Process

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, no later than May 24, 2017.

1. Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

2. Ex. 5 - Deliberative Process

3.

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,

Donna

List of Attachments

1. **Ex. 5 - Deliberative Process**
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Ex. 5 - Deliberative Process
4. **Ex. 5 - Deliberative Process**
Ex. 5 - Deliberative Process
5. **Ex. 5 - Deliberative Process**
Ex. 5 - Deliberative Process
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

-

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 5/11/2017 9:18:51 PM
To: Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Updated V-V Themes
Attachments: New V.V template.xlsx

Are we missing anything?

From: Kuhns, Jason
Sent: Thursday, May 11, 2017 3:31 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Updated V-V Themes

We will roll it up...somehow.

If you already have the table with the themes, do we need to ask for the themes again? Reducing one variable could make this less complicated. Anyway take a look a let me know what could be improved.

Thanks,

Jason Kuhns
U.S. Environmental Protection Agency
Office of Human Resources
202-564-3236
kuhns.jason@epa.gov

From: Hart, Debbi
Sent: Thursday, May 11, 2017 2:51 PM
To: Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: RE: Updated V-V Themes

Each office can get individual sheet. (That we can roll up to agency level—right?)

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Kuhns, Jason
Sent: Thursday, May 11, 2017 2:02 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: Updated V-V Themes

Is this expected to be on one sheet, or can each office get an individual sheet to fill out?

Thanks,

Jason Kuhns
U.S. Environmental Protection Agency
Office of Human Resources
202-564-3236
kuhns.jason@epa.gov

From: Hart, Debbi
Sent: Thursday, May 11, 2017 1:48 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: Updated V-V Themes

By office

targeted positions, # offers, % of workforce that will receive offers, by appropriation code (get from Dan Coogan) by theme. Let me know if this doesn't make sense. Thanks! (And thanks for returning my notebooks!) D

From: Hunt, Loretta
Sent: Thursday, May 11, 2017 12:59 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Updated V-V Themes

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/5/2017 6:39:04 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Confidential - Internal Deliberative Correspondence
Attachments: **Ex. 5 - Deliberative Process**

Importance: High
Sensitivity: Company Confidential

LOL—I forgot to send! Sorry!

From: Helm, Arron
Sent: Monday, June 05, 2017 11:07 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Confidential - Internal Deliberative Correspondence
Importance: High
Sensitivity: Confidential

**Internal Management Deliberative Correspondence
Not for Distribution**

Debbi, per our discussion.

Let me know if you would like to discuss or if you'd like me to set up some time for us to chat with Donna.

-Arron

Arron E. Helm
Director
Office of Administration and Resources Management
Research Triangle Park
(919) 541-4252



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

Message

From: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]
Sent: 5/31/2017 7:41:17 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]
CC: Davis, Cathy [Davis.Cathy@epa.gov]; Mairose, Sue [Mairose.Sue@epa.gov]; Jimenez, Elaine [Jimenez.Elaine@epa.gov]
Subject: FW: SSC VERA/VSIP Templates Notification
Attachments: 10-23 Draft Approved VERA-VSIP Announcement LV SSC.docx; 10-23 Draft Approved VERA VISIP Application Submission Reminder Notice (2).docx

FYI – Sharing some history. SSC's issued the notifications (see below).

From: Engebretson, Lizabeth J.
Sent: Thursday, October 23, 2014 11:19 AM
To: Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Monroe, Scott <Monroe.Scott@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>
Cc: Jimenez, Elaine <Jimenez.Elaine@epa.gov>
Subject: SSC VERA/VSIP Templates Notification

Dear PMOs
Alfredo, Dennis and Scott,

In the interest of time and pending receipt of some of the approved Workforce Plans from OPM/OMB, the SSC Directors wanted to share the following information to give you time to prepare the memorandum notifying employees of the VERA/VSIP opportunity and to develop your all hands email notification. Please note you must ensure you do not issue your notices unless you are notified by me or Pat Watson. The attached templates are updated for your use to notify employees of the VERA/VSIP opportunity in your organization. **The dates highlighted in yellow are subject to change.** Please ensure you use these modified templates, which contain key data changes that must be included.

For the templates listed below to be issued by "RA/AA – HROs/PMOs" in your organization, edit/insert the appropriate information in the sections highlighted in yellow. When issuing a VERA/VSIP notice for your organization, we ask that you include your contact(s) in our servicing HR SSC on the "cc" line of your notification, as follows: Engebretson.lizabeth@epa.gov and Jimenez.Elaine@epa.gov. This will help us communicate closely as we work together on this critical effort.

Special Circumstances:

- 1) If you have an employee in a position covered by VERA/VSIP who is on extended leave or leave without pay, you need to mail the signed memorandum to the employee via certified mail with return receipt requested.
- 2) If you have an employee in a position covered by VERA/VSIP that has received a proposal or decision letter of removal, you need to contact your servicing SSC and keep your SSC VERA/VSIP point(s) of contact informed of any changing status related to removals.

VERA/VSIP ANNOUNCEMENT & ON-LINE APPLICATION TEMPLATES	PURPOSE	ROLES & RESPONSIBILITIES
RA/AA – VERA/VSIP 2014-2015 VERA/VSIP Opportunities Announcement w/Instructions (Attachments A-D)	Notify Workforce of VERA/VSIP Window/On-Line App	RA/AA – HROs/PMOs